

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Etiquette 101

Etiquette is one of the most noticed qualities a person can possess, yet one of the hardest to perfect. Merriam-Webster's defines etiquette as "the conduct or procedure required by good breeding or prescribed by authority to be observed in social or official life." Key Club would like for its members to focus on two areas of etiquette: table and professional appearance. Here are a few tips every member can apply to events as well as life in general.

#### Table Etiquette

- Always introduce yourself when seated at your table.
- When shaking hands, always stand.
- Once drinks are served, the napkin should be placed on your lap unfolded.
- When you leave the table with intentions to return, place the napkin over the back of your chair.
- The easiest rule for using the correct silverware at the correct course is work from the outside in; however, the dessert fork and spoon will be above the plate.
- Wait until all guests are served before eating.
- After a utensil is picked up, it should not touch the table again; if you are not finished and want to rest, cross your utensils like an "x" on the plate with the handles closest to you.
- When finished eating, the knife and fork should be placed side by side (as if they, together, are the hands on the clock) at the 10:20 position.
- Do not use silverware to gesture.
- Elbows should not be placed on the table; keep them close to your sides.
- Always chew with your mouth closed.
- Sit up straight at the table.
- If anything is out of reach, politely ask for it to be passed.
- Remember courses are served from the left and removed from the right.
- Your drinking glasses are always to your right and your bread and butter plate to your left.
- In general: Be courteous, respectful, initiate polite conversation, and eat slowly.

## Professional Appearance Etiquette

Stick with traditional clothing.

- Dark suits are most appropriate for men.
- Both skirts and pantsuits are suitable for women.
- For men, wear dark shoes and dark socks.
- For women, refrain from wearing flip-flops, non-dressy boots, sneakers, and casual sandals.

Wear simple and classic jewelry.

- Watches are appropriate for both men and women.
- Rings should be limited.
- Earrings should only be worn on the ears.

Keep good grooming habits.

- Hairstyles should be classic and simple.
- Men should be shaven or closely trimmed.
- Nails should be clean and well kept.
- Women should apply make-up before arriving at an event or in a restroom.

a Kiwanis-family member

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