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Holiday etiquette tips

In the whirlwind of holiday activities there are challenges enough on a checklist full of schedule juggling, decorating, gift giving, baking and celebrating. Your behavior at holiday gatherings shouldn't be among those challenges. To move confidently as a guest through holiday events give the following helpful tips a try.

- » Acknowledge and thank your hosts when you arrive and leave.
- » Make socializing with others your priority to ensure the success of the party. Make drinking secondary.
- » Dress appropriately out of respect to your hosts. If in doubt, ask.
- » At office parties, protect your professional reputation - don't do anything you don't want your co-workers/ employers to remember tomorrow. Rule of thumb: moderation in all things.
- » For parties hosted at home, a host's gift of wine, flowers, or food is appropriate.
- » Respond to an R.S.V.P. in a timely fashion.
- » Do not bring guests unless your invitation includes them.
- » In the workplace, employers may give gifts to employees but employees need not reciprocate.
- » Send a thank you note after receiving a gift or attending an event.

Source: Donna Ullrich and Julie Duke of Protocol Consulting Group
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