

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

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HOLIDAY PARTY PREPARATION: DO YOUR "PARTY HOMEWORK"

We are heading into the holiday season *and* many social gatherings. These holiday parties are a chance to refresh connections, meet new people and have a good time. Your goal is to win friends and influence people in a positive way throughout the season. **Make the most positive impression possible as a guest by taking a few simple and important steps before an event:**

RSVP

Invitations should be replied to within a week. Your promptness is helpful and shows appreciation to the host for preparing the event. A potentially conflicting engagement is not an excuse to delay your response. You must make a choice. **Reply "yes" or "no" and stick by your decision.** (Note: "maybe" is NOT a helpful response.)

Avoid attending several events on one evening, as you may disappoint the first group by leaving early and the second group by arriving late. Instead of making everyone happy, you have inadvertently been rude to all.

CLOTHING

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ABOUT US



Libby Mack Van Vleet has a background in marketing and administration, and is a certified high school

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Find out the level of dress expected at a party beforehand to avoid being out of place by being overly dressy or underdressed.

Keep in mind selecting your clothing is a matter of **two important factors**: considering self interest (“*Will I look good?*”) and respect for others (“*Will I be in keeping with the standards of the people who will see me?*”).

"HOSTESS" GIFTS

A successful gift must be well thought out, and **chosen with the recipient in mind**. If one entertains a lot, cocktail napkins or pretty hand soaps may be a good choice. If your host is a tennis player, perhaps they would enjoy a can of tennis balls with a festive holiday bow. Other options include...

Flowers are a beautiful offering showing our gratitude to the host. Just don't show up on someone's doorstep with dripping cut flowers that they must immediately address. **Send flowers the morning of a party or a day after, or at least arrive with them in a vase on the day of a party.**

Liquor, wine, food:

Express that these items are “**to be enjoyed another time**” to relieve the pressure that the host must serve the item at the gathering.

A little research with the help of a friend or colleague will make these items a hit. Does the recipient have dietary restrictions? Enjoy red or white wine? Vodka or scotch?

Be sure to present the gift **beautifully wrapped with an enclosure card** containing a personal message.

Set yourself apart by doing your “party homework.” If you RSVP, dress appropriately, and arrive with a gift in hand, you have a lot going for you and your confidence going into the event. Party preparation is a key to making a positive impression from the start with the host and people around you. People will remember!

YOUR Business Etiquette Topics:

Submit your thoughts and questions to libby@wakefieldetiquette.com.

Libby will address your ideas in upcoming issues of our newsletter.

English teacher. She is a graduate of Colorado College and Chapman University.



Wake Mack is a former lawyer, local businessman and financial services development officer. He graduated from Notre Dame, Willamette College of Law, and served in the U.S. Marines Corps.

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WISE WORDS

“Do not wear your courtesy like a watch, to be taken out now and then when you want to impress people. Be courteous always, wherever you go, with whomever you happen to be.”

– *Sister Mary Mercedes*

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HOW DO YOU WANT TO BE REMEMBERED?

Libby Van Vleet and her father Wake Mack promote business etiquette. It is a smart and easy way to retain clients. Increase business earnings and sales. It is time to take your employees to the next level.



When you retain the services of Wakefield & Wakefield, be prepared for success as your staff members maximize their potential and exceed expectations.

Set yourself apart to get an edge. People will remember!

For further information about Wakefield & Wakefield, contact Libby at 503-893-9253 or libby@wakefieldetiquette.com.

SUPPORTERS AND CLIENTS

Thanks to all of our fabulous clients and supporters.

- Arlington Club Speakers Corner – Arlington Club
- CB Richard Ellis, Inc. - Mike Wells, Managing Director
- Isler Northwest LLC – Tania Gitch, C.P.A.
- National Charity League, Inc. – Sarah Allen, Portland Chapter
- Washington Trust Bank – Linda Williams, President, Oregon Region

WHAT PEOPLE ARE SAYING...

“Thank you, Wake -- You and Libby were a breath of fresh air for us. Thank you for taking your time to share such timeless information with us.”

John Chambers, C.P.A., Isler Northwest LLC

“Thank you. All of us have more than a few important take-aways – and it was fun too.”

Linda Williams, President, Washington Trust Bank, Oregon Region

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“Thank you for your wonderful presentation today. My colleagues and I enjoyed it immensely and are sure we will put it to good use.”

Ray Jordan, President, Ray Jordan, PC

"There has been a lot of 'buzz' about [your presentation]. People are really interested in the subject, love the positive ways that you present it, and want more."

Amy Fields

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