

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

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R.S.V.P. - PLEASE RESPOND

My hostess at a recent party commented to me, "Thank you SO MUCH for letting me know you were coming tonight." She went on to explain how few people responded to her invitation. Had they never given a party themselves? Did they not know how hard it is to plan if one does not have a firm head count? She did end up having lots of guests and had a blast that night.

As I considered her statement further, I realized I have had the same experience myself: **invited guests not responding to an event I was planning.** Nobody wants to order cake for twenty when only fifteen guests attend a birthday bash, or even worse, set the table for twelve and have fifteen people arrive to a luncheon.

Remember it is an honor to receive an invitation and a great effort of the host to plan the event. **Make the planner's work easy: pay them the favor of responding within a week of receiving an invitation.** Check your schedule, check the date with any others included on the invitation, and reply promptly. Commit to the event and most importantly have fun!

A quick reminder:

- **R.S.V.P. always requires an acceptance or regret.**
- **"Regrets only" means reply only if you cannot attend.**

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ABOUT US



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

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Respond to invitations, letting the host know you are eager and excited to attend their event. Set yourself apart, and help hosts and guests alike enjoy gatherings.

YOUR Business Etiquette Topics:

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

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

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...

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.

www.wakefieldetiquette.com
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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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“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

“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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