



**Don't Forget Your Manners!**

**Countdown to Christmas Personal Checklist**

- Entertain with style. Be sure all necessary information is on the invitation (date, time, dress, who is invited, RSVP information, theme, parking, location access) Mail invitations two- to-three weeks before the event. .... Y N
- Include a gift for guests if they will be present for gift exchange. .... Y N
- Check your mailing list for updates. Follow correct and current envelope addressing..... Y N
- Practice introductions and handshakes before the event. .... Y N
- Don't stack your plate until it runs over at a buffet. Always put the serving utensil back on the saucer after serving yourself..... Y N
- Hold your beverage with your left hand at a reception, or a Meet and Greet, so your right hand is empty and ready for a handshake. Place a cocktail napkin between your left-hand fingers to cleanse your right- hand fingers before a handshake..... Y N
- Follow the lead of the host at a seated dinner as to when to begin eating..... Y N
- Place the napkin in your lap before beginning to eat. At the end of the meal, place your loosely folded napkin to the left of the dinner plate..... Y N
- Keep elbows off the table. Don't talk with your mouth full of food..... Y N
- Don't use salt and pepper or other condiments

- until after tasting the food. Pass salt and pepper together..... Y N
- Remove the spoon from a glass or cup after stirring and before drinking. .... Y N
- Whether family, friend, business associate or casual acquaintance, remember to thank the host for the invitation and the occasion, compliment the food (if food was served). .... Y N
- Follow up with a written thank you note within two-to-three days. .... Y N
- Be on time when attending the Christmas service of your choice and turn off your cell phone. .... Y N

How did you do? Did you get a favorable rating?

**Note:** There is more information on these reminders in our book, ***Manners on the Move: From the Sandbox to the Executive Suite***. The book is available from Amazon.com.