Business Etiquette

DO’s

• Always put your napkin in your lap when you arrive at the table.
• Arrive 5-10 minutes early.
• Wait to eat until your table has been served and your host starts eating.
• Pass all items counterclockwise (to your right).
• Use the outside utensils with the first course and work your way in with later courses.
• Let the host guide all business discussions.
• Notify the host if you have dietary needs (i.e. severe allergies).
• Follow the host’s lead.

DON’T’s

• Reach across the table.
• Text or use your cell phone.
• Spit out food into your napkin.
• Ask for a to-go bag.
• Pick your teeth.
• Drink excessively.
• Wear something provocative.
• Send back food unless it is not what you ordered or something on the plate is unsanitary (i.e. bugs, dirty dishes).
• Discuss topics such as illness, politics, religion, and personal finance.

Tools of the Table

1. Napkin
2. Water glass
3. Wine/beverage glass
4. Bread plate
5. Butter knife
6. Salad fork
7. Dinner fork
8. Salad/dinner knife
9. Soup spoon
10. Dinner plate
11. Dessert fork
12. Dessert spoon

What to order?

• NEVER drink when you are still underage. Order water, ice tea or soft drinks instead.
• If you are of age and chose to drink, follow your host’s lead; if he/she orders a beer or wine, it is acceptable to order a beverage as well.
• Limit yourself to 1-2 drinks.
• Order an entrée that is mid-range in price.
• Your entrée should be simple, and not messy (i.e. spaghetti, some salads, hand-held foods).

Business meals are about the conversation not the food.

When you’ve finished a course, place your utensils in the 5:00 position to notify wait staff that you are finished.