

# Event Etiquette

"Beneath its myriad rules, the fundamental purpose of etiquette is to make the world a pleasanter place to live in, and you a more pleasant person to live with."  
- Emily Post

## Host Etiquette

- ☐ Give Guests Adequate Notice
  - \_\_\_ Send Timely Invites
  - \_\_\_ Be Clear on Key Details
  - \_\_\_ Offer RSVP Instructions
- ☐ Plan Ahead & Relax Early
  - \_\_\_ Prepare in Advance
  - \_\_\_ Strive to be Ready 15 min. before the Event
  - \_\_\_ Take a Breath
- ☐ Be Warm & Welcoming
  - \_\_\_ Greet Guests at the Door
  - \_\_\_ Make Introductions
  - \_\_\_ Offer & Refill Refreshments
- ☐ Take the Lead
  - \_\_\_ Schedule (even loosely) the Event's Activities
  - \_\_\_ Transition the Group from one Activity to Another
  - \_\_\_ Encourage Discussion
- ☐ Show Gratitude
  - \_\_\_ Thank Guests for Coming
  - \_\_\_ Thank You Notes are Always Welcome

## Guest Etiquette

- ☐ Don't Ignore the RSVP
- ☐ Time Your Entry. Don't be early, but don't be too late either.
- ☐ Don't Assume You Can Bring A Date or Your Dog
- ☐ Dinner Party? Come Bearing Gifts
- ☐ Make Introductions or Meet New People
- ☐ Be Considerate & Ready to Help
- ☐ Have Allergies? Give Your Host Plenty of Advance Notice
- ☐ Give Thanks

## For Everyone

- ☐ Forget Your (Camera) Phone
- ☐ Never Be Rude to Anyone
- ☐ Be a Good Listener
- ☐ Wrap the Gift You Give; Privately Unwrap the Gift You Receive
- ☐ Observe Table Manners

Source: Emily Post's Etiquette, 18th Edition