



## Guidelines and Policies Business Professional Attire

Based on Guidelines from: the Career Services Department – Virginia Tech University  
and the Vero Beach High School Band Handbook

The primary purpose of this guide is to set dress and attire standards for the band when formal concert or marching band attire is not being worn to official band events or activities.

At all times, our attire and conduct should represent an attitude of respect for the importance of the occasion and reflect on the fact the Vero Beach High School Band is among the very best in the nation and therefore our appearance and conduct should be of the highest order.

**What if students do not have access to the expected attire?** First of all, no one should be embarrassed. Students should seek help and advice from the band directors well in advance the event. We can often assist with certain items or refer you to someone who can. If all else fails, you may wear your concert uniform with some modifications as advised by the band directors. The important thing is to seek help and take responsible action well in advance of the event.

**RELAXED ATTIRE** is for bus travel to and from events, and after hours at hotels or other venues. All relaxed attire must meet Vero Beach High School Dress Code. Tennis shoes and jeans are ok. NOTE: All footwear must be closed toe, no sandals or flip flops (bus safety issue).

**BUSINESS-PROFESSIONAL ATTIRE** is for all concerts, performance, official meetings, clinics, and master classes where this type of dress is appropriate.

### Expectations for Gentlemen:

**Shirts:** Long-Sleeved dress shirts in conservative colors such as white or other light colors such as tan, grey, blue, or similar. Shirts should have dress style collars and button from the collar down the full front. Any stripes or patterns should be subtle. Please avoid bright colors that would call undue attention to you. Shirts should be wrinkle free, worn with sleeves down, and tucked in at all times.

**Slacks:** Long dress slacks with dark or medium colors are required. Colors such as black, navy, grey, or brown are recommended. Slacks should be long enough to cover the tops of the shoes and be hemmed. Pants should be pressed, wrinkle free and creases crisp.

**Belt:** A dress style belt that matches or blends with the dress slacks and shoes.

**Shoes:** Dress or business style lace-up or slip-on shoes, preferably black or cordovan to match or blend with the belt. Dark full length dress socks are recommended.

**Tie:** A conservative business style tie or bow tie that blends well with both the dress shirt and dress slacks. Avoid overly bright colors, busy patterns, and novelty or character ties. Avoid fashion fads and extremes.

**Overall appearance:** Your professional dress and attire needs to fit well and should be worn at all times as instructed. Avoid overly loose or tight clothing. Keep shirts tucked in, sleeves down and buttoned, with ties tied in place.

**Hair, Jewelry, and Personal Grooming:** Be conservative and look professional with hair styled, combed neatly, and out of the face. Personal hygiene is essential. Jewelry must not be a distraction. Please refer to the band handbook for additional specifics on this topic.

### **Expectations for Ladies:**

In general, ladies should select their business – professional attire from a choice of dresses, blouse and skirt, or blouse and dress slacks along with appropriate shoes and accessories. This event is not a social or sporting event, party, or date. Dress should be conservative and not overly call attention to the individual. Keep in mind that much of what you see on television shows and in ads that is portrayed as professional business attire is actually inappropriate in a real business or professional environment.

**Colors and Patterns:** The color and pattern of your attire should be conservative in nature. Dark, medium, or light colors are acceptable. Patterns should be subtle avoiding the flamboyant or fad type styles.

**Dresses and Skirts:** A dress that ends at the knee when you're standing looks chic and professional. Longer skirts are professional too.

**Slacks or Pants:** If you wear pants, they should be creased and tailored, not tight or flowing. Slacks should be long enough so as to cover the tops of the shoes and be hemmed. Capri style slacks are not considered professional.

**Blouses – Shirts:** Wear a conservative tailored blouse (long-sleeved is recommended) or a ladies shirt in a color or small print pattern that coordinates nicely with your slacks. Please make sure that your attire complies with the school dress code.

**Shoes:** Should be leather / vinyl or fabric / micro fiber. Shoe styles and heel heights come and go. Choose closed-toe pumps that blend well with your other clothing choices. Regardless of what is in style, avoid extremes; no stilettos or chunky platforms. Make certain you can walk comfortably in your shoes; hobbling in uncomfortable shoes does not convey a professional appearance.

**Hosiery:** (as appropriate to the outfit or attire): Should be plainly styled. Sheer with neutral colors complementing your dress, skirt, or slacks is most conservative. Avoid high contrast between your hosiery color and other attire.

**Cosmetics:** Keep makeup conservative. A little is usually better than none for a polished look. Nails should be clean and well groomed. Avoid extremes of nail length and polish color.

**Jewelry / Accessories:** Watches and Jewelry should be limited and simple. Fad styles come and go and in general are not good choices. Keep your selections simple and leaning toward conservative. Avoid extremes of style and color.

**Hair and Personal Grooming:** Be conservative and look professional with hair styled neatly and out of the face. Personal hygiene is essential. Please refer to the band handbook for additional specifics on this topic.

**CASUAL BUSINESS-PROFESSIONAL ATTIRE** is a relaxed modification of Business-Professional Attire and must meet the Vero Beach High School Dress Code. Please do not wear jeans and tennis shoes.

Ties are not required for gentlemen and shirts may be polo style rather than button down. This attire is essentially the same as Business-Professional Attire.

Ladies may also wear an appropriate polo style shirt, slacks or skirt, and less dressy shoes.

**MODIFIED BUSINESS-PROFESSIONAL ATTIRE** is a relaxed modification of Business-Professional Attire and must meet the Vero Beach High School Dress Code. Please do not wear jeans and tennis shoes. This attire is essentially the same as Business-Professional Attire.

For both ladies and gentlemen, you will substitute your official "red" band polo shirt in place of a dress shirt or blouse.

Black or dark full length dress slacks or ladies skirt as stated in the Business-Professional Dress guidelines are required. Gentlemen must wear a belt.

Dress style business shoes are also required, black is preferred along with appropriate hosiery to the appropriate length to match slacks or skirt.

Other guidelines pertaining to Business-Professional dress apply such as grooming, hair, make-up, and jewelry.

**SEMI-FORMAL ATTIRE** is very dressed up (Business-Professional PLUS) and should reflect your very best attire and personal grooming without being excessive. This attire is only worn at the Saturday Awards-Banquet and Dinner.

Gentlemen should wear a coat, dress shirt and tie if possible (a suit is ok but not required) with the remainder of attire being Business-Professional.

Ladies should wear a dress if at all possible. Please keep in mind this is not a party, date, or social affair. It is still a business event and a conservative look is appropriate. Please keep your dress length conservative and your shoulders covered. Your attire should be suitable for cold weather.