



PROFESSIONAL COURTESY

Etiquette/Protocol Consultants - Fort Wayne, Indiana - Telephone: 260/486-7758

E-mail: Karen.Hickman@professionalcourtesyllc.com

Web site: www.professionalcourtesyllc.com

DINING FOR BUSINESS

- When issuing an invitation, be precise about the time, place, and the purpose of the get together. It allows a guest to come prepared.
- The host is responsible for choosing the restaurant, but be considerate of the location and the taste of your guest.
- Food allergies can be a serious issue. A polite host asks if you have dietary preferences or restrictions and as a polite guest, letting your host know ahead of time can save an awkward situation.
- As the host, arrive 10-15 minutes early to make sure everything is in order. The host handles every detail, from the reservation to the tip. It is the hosts' job to watch over things. Maintain control when hosting. No one...the wait staff, the captain, or anyone in the restaurant should doubt that you are the host.
- Be specific about *where* you will meet; the bar, the foyer or at the table. If you want your guest to go directly to the table, make sure that the restaurant staff will direct them. It will help avoid any confusion.
- The day before or the morning of the meeting, call your guest and confirm the date.
- The person issuing the invitation is responsible for the bill, regardless of gender.
- If you, as the host are running late, call the restaurant and ask the manager to see that your guest is greeted and advised that you will be detained briefly. Leave instructions for your guest to be seated at your table and invited to order a beverage.
- As a guest, if you have to cancel, do it personally, and as soon as possible. Make every effort to arrange another meeting.

Dining for Business, continued

- When you walk in together, let the guest precede you and be sure your guest is seated first in the best seat-the one pulled out by the captain or wait staff.
- If you do not have a prearranged menu, allow your guest to order first. Make suggestions about the menu and follow their lead. If your guest orders an appetizer or an expensive dish, you should too.
- As the guest, when ordering do not order the most expensive item on the menu unless your host is encouraging you to do so.
- Be a courteous guest and send a hand written thank you note to your host. Within 24 hours is ideal.

Reproduction of this material without prior authorization from Professional Courtesy LLC is prohibited. 3/19/07