Etiquette Tip of the Week: Jacket on, Jacket off...

"Can I take my suit jacket (or blazer) off for a business meal?"

Here are some of the rules for keeping your jacket on or taking your jacket off:

In a formal dinner: jacket on.
In an interview or interview meal: jacket on.
In a meeting, jacket on. Jacket off, only if your host or the most senior person removes his/her jacket first.
Greeting people as they enter the meeting: jacket on.
Sitting alone in your office or cubicle: jacket off... unless you are chilly.

When seated, unbutton your jacket.
When standing, always leave the bottom button of your jacket unbuttoned for ease of movement. Unless you are wearing a double breasted jacket, which according to the late Leticia Baldrige "looks awkward hanging open, like a gate that needs closing."

These rules apply to women's jackets (blazers) as well as men's.

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