Advancement Event Protocol and Etiquette

*Expectations and Guidelines for Advancement Staff*

**Code of Conduct**

* Staff are expected to conduct themselves in a respectful and responsible manner at all times.
* Staff should always be aware that they are representing the University of Idaho at all times.
* Cell phone usage is discouraged at any University of Idaho event, unless necessary for event communication purposes or emergency situations.
* Staff are expected to interact with guests and mingle among them with respect, honesty and sincerity, including making guests feel welcome.
* Advancement staff should drink responsibly and event management should refrain from consuming alcohol to ensure they are able to respond to event and emergency situations.
* Staff are expected to uphold the University of Idaho mission statement and values.
* Staff should treat one another with respect and dignity.
* Be factual and professional in all our services. If you don’t know the answer, don’t guess. Acknowledge that you are not sure and that you’ll find the answer.
* Follow through on commitments.
* Maintain accountability among event management and other event staff and volunteers.
* Arrive 5-10 minutes in advance of your requested arrival time.
* If your role involves hosting guests, do your best to circulate throughout the room, don’t spend too much time with any one guest and use an opportunity to introduce someone new to your guest and excuse yourself to visit others.
* Don’t huddle with fellow staff or event volunteers.
* Eat last, allow guests to serve themselves or be served before yourself.

**Event Attire Recommendations**

* In compliance with the professional expectations of this unit, permanent full-time staff members are required to dress appropriately on a daily basis. Friday is designated as ‘UI Vandal Friday’ and wearing Vandal gear is encouraged university-wide.
* Nametags shall be worn at all University of Idaho events and shall be on the right side.
* Follow dress code as defined for the specific event (what does invitation state).
* If there is question about level of dress, inquire with the event owner.
* Be sensitive to generation of guests and what they may consider appropriate dress.
* As a rule of thumb – if you have to think twice, it is not appropriate.

**Inappropriate Attire While Working:**

* Shorts
* No shoes
* Avoid clothing that is extremely short, tight, revealing or shows excessive skin, body piercings or tattoos
* Exposed midriff/tops
* Pants that are excessively baggy or hanging below the waist
* Ripped, soiled, patched or stained clothing
* Avoid clothing that shows excessive skin, body piercings or tattoos
* Clothing that contains offensive language, displays alcohol or tobacco logos and/or advertisements
* Workout/exercise pants
* Visible undergarments