



Melenie Broyles

Top 10 Tips- How Not 2 Act This Holiday Season

1. **Your name tag goes on the right.**
 2. **Hold your drink in your left hand.**
 3. **Find a table if you have a plate and a drink.**
 4. **Business cards should be up-to-date and available.**
 5. **RSVP for events and cancel if you are unable to attend.**
 6. **One or two drinks might be appropriate—being the entertainment is not.**
 7. **Network for opportunities, new clients and knowledge.**
 8. **Set networking goals.**
 9. **Professional image is important throughout holiday networking—avoid appearing sexy or too casual.**
 10. **When inviting your spouse or guest, make sure they are an extension of your brand (clothing and behavior).**
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