

CEO Business Casual Clothing Expectations:

Young Men	Young Women	All
Pants (khaki, navy, black suggested); no sweats, no jeans, no camo	Skirts (not miniskirts, fingertip length or longer) that can mix/match well	Belts for pants (get a black/brown belt)
Button down shirts to coordinate with pants and ties	Blouses/long tunics with sleeves that can work with skirts and pants	Shoes (Flats, loafers, Hey Dudes, boots) with closed toes and in colors to mix and match with your wardrobe; black athletic shoes can be an option. Shoes need to be in good condition and clean.
Dress socks to coordinate with pants	Dress pants (khaki, black, navy recommended) Not leggings or jeans. Remember a belt!	Dress socks or no-show socks in neutral colors
Ties (get at least one for more formal occasions); ties are a good option to mix and match with shirts so choose wisely	Day dresses and potentially one 'little black dress' more dressy option for formal events; a jumpsuit is acceptable	Consider a bag/messenger case or backpack with a laptop compartment if you don't have one already
Sweater, cardigan, vest or more casual layering item to wear with a button-down shirt or on its own	Tights or layering leggings for tunics or with dresses/skirts; buy a slip for under sheer dresses	Make sure you have gloves and a jacket that will work well for fall/spring in addition to winter clothing
Sport coat or blazer (only if you will wear it!) to coordinate with your pants/shirts above	Short sleeve shirts/polos if you will wear them; consider if a camisole or layering shirts are needed for sheer blouses	
Short sleeve collared shirts, polos, etc for layering and warmer weather	Sweaters, vests, jackets to coordinate with pants, dresses and skirts for layering	
Dressy t-shirts or layer items under sweaters may be helpful and extend time between washes	Scarves or jewelry is a good way to follow a trend	

General notes: In business settings, modesty is important. Make sure your choices fit well and aren't too tight or too long. Please shorten or alter items that don't fit well. Smart shopping for basic pieces in coordinating colors will stretch your wardrobe beyond just CEO and help you for college visits, scholarship interviews and other situations in your future. Stick with more solid colors and classic patterns on accent pieces that will serve you well longer. Think of function, not fashion.

Feel free to shop where you wish. Consider visiting thrift stores to see if anything works for you, especially for higher priced items, before you pay full retail. Check clearances and sales but only buy what you will WEAR-it doesn't save money if you don't use it.