



# Table Setting

*Basic, Informal, & Formal*



# Table Setting Tips

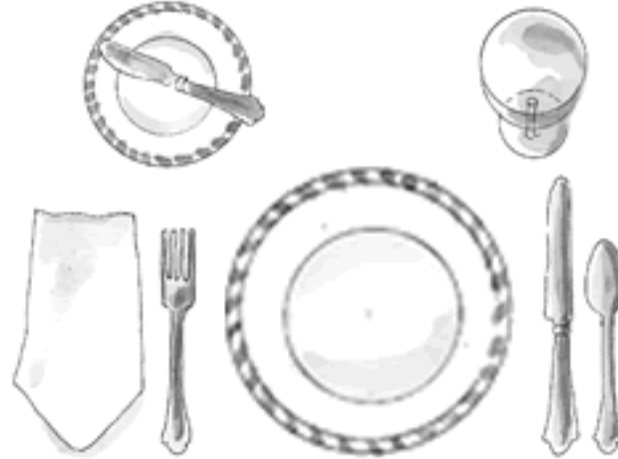
- **Cover** (place setting for one person)
  - Allow 20-24" for each place setting with the plate in the middle.
- **The rule of thumb**
  - The plate should be 1" from the table edge (use thumb)
- No more than three of any implement is ever placed on the table
  - If more than three courses are served before dessert, then the utensil for the fourth course is brought in with the food



## *Table Setting Tip*

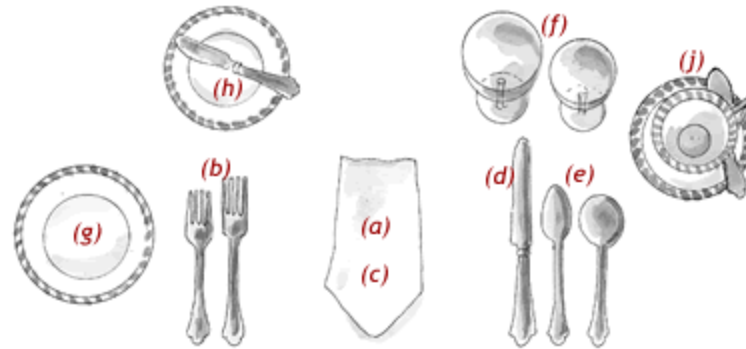
- Set the table with what is needed for the meal.
- Flatware is arranged in the order it is used, starting at the outside and working toward the center.
  - Fork (s) on the left
  - Knife & Spoon (s) on the right
  - Knife blades always face the plate
  - The napkin goes to the left of the fork, or on the plate

# Basic Place Setting



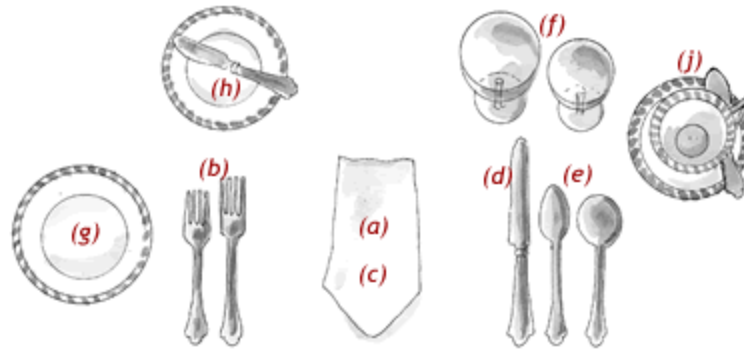
- Less formal setting usually used for casual dining
- Bread & Butter plate is optional
  - Holding your hands in front of you, touch the tips of your thumbs to the tips of your fore-fingers to make a lower case 'b' with your left hand and a lower case 'd' with your right hand. This reminds you that 'bread and butter' go to the left of the place setting and 'drinks' go on the right.

# Informal Place Setting



- This illustration shows how a table would be set for the following menu:
  - Soup course
  - Salad or first course
  - Entrée
  - Dessert

# Informal Place Setting

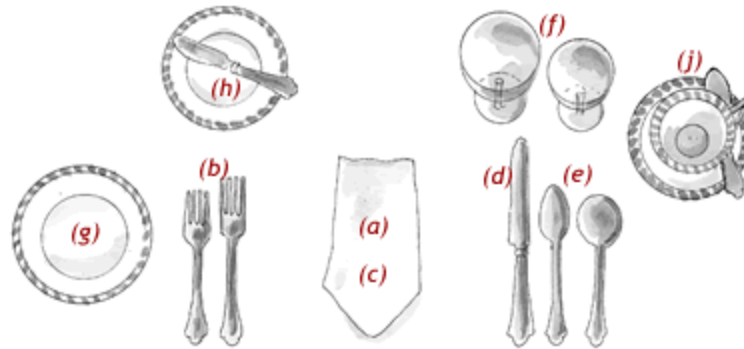


## *a) Dinner plate:*

- This is the ‘hub of the wheel’ and is usually the first thing to be set on the table.
- The dinner plate would be placed where the napkin is, with the napkin on top of the plate.



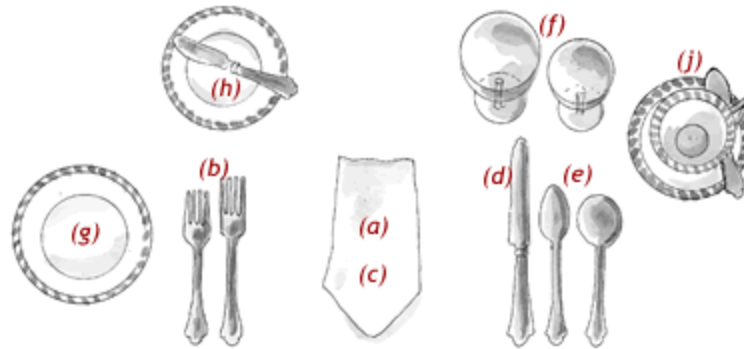
# Informal Place Setting



## b) *Two Forks:*

- The forks are placed to the left of the plate.
- The dinner fork, the larger of the two forks, is used for the main course; the smaller fork is used for a salad or appetizer. The forks are arranged according to when you need to use them, following an 'outside-in' order

# Informal Place Setting

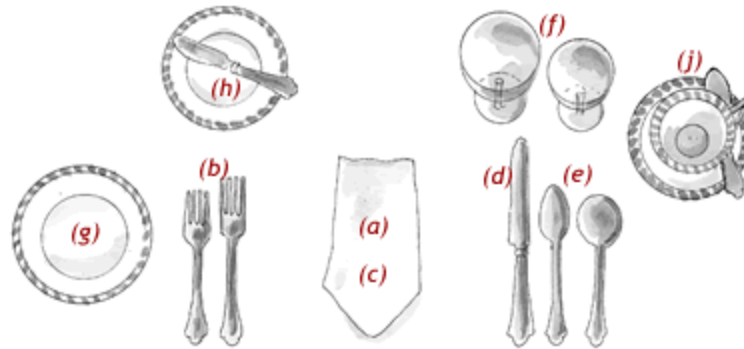


## *c) Napkin:*

- The napkin is folded or put in a napkin ring and placed either to the left of the forks, on the center of the dinner plate, or in the water goblet
- The napkin should not be placed in a way that will disturb the cover when it is removed



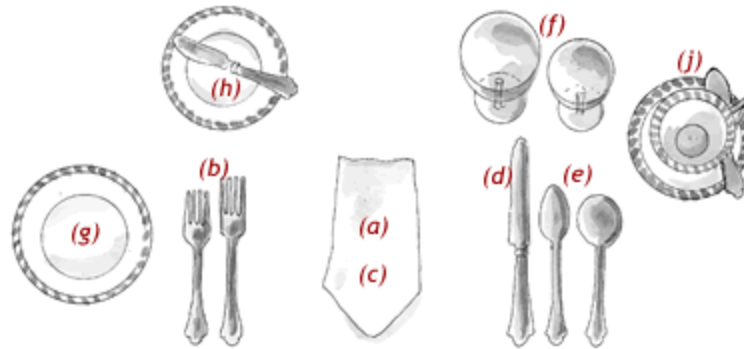
# Informal Place Setting



## *d) Dinner knife:*

- The dinner knife is set immediately to the right of the plate, cutting edge facing inward.
- If the main course is meat, a steak knife can take the place of the dinner knife.
- At an informal meal, the dinner knife may be used for all courses, but a dirty knife should never be placed on the table, placemat or tablecloth.

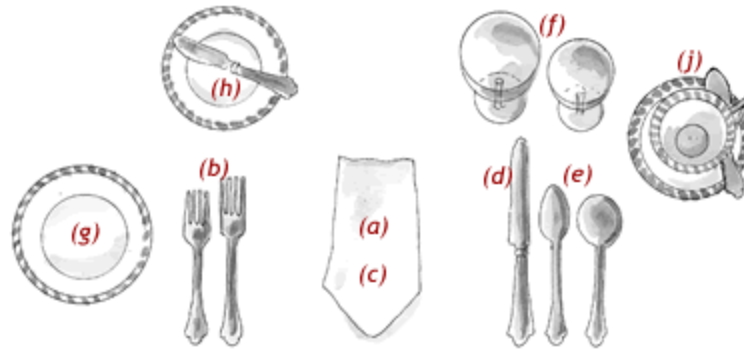
# Informal Place Setting



## *e) Spoons:*

- Spoons go to the right of the knife.
- In our illustration, soup is being served first, so the soup spoon goes to the far (outside) right of the dinner knife; the teaspoon or dessert spoon, which will be used last, goes to the left (inside) of the soup spoon, next to the dinner knife.

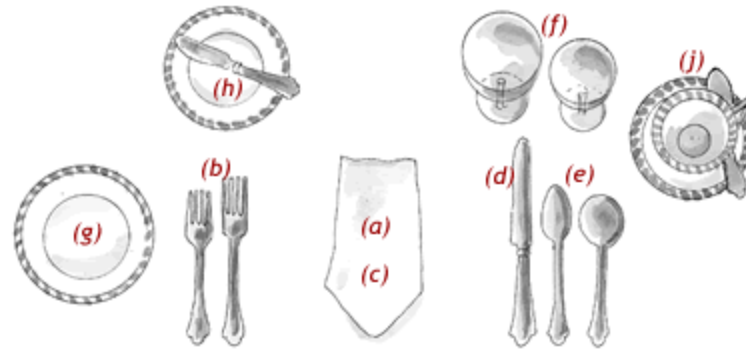
# Informal Place Setting



## f) *Glasses:*

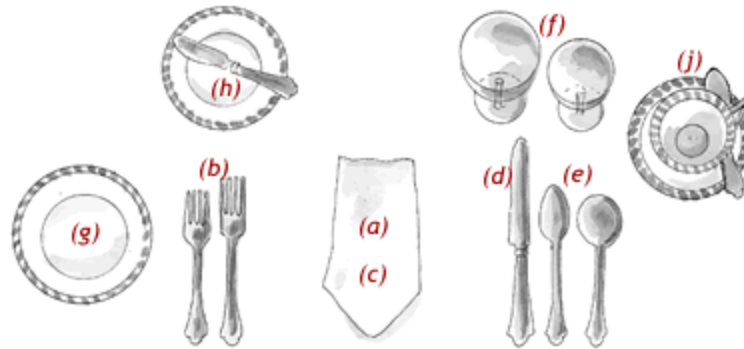
- Drinking glasses of any kind – water, wine, juice, ice tea – are placed at the top right of the dinner plate, above the knives and spoons.

# Informal Place Setting



- Other dishes are optional depending on what is being served

# Informal Place Setting

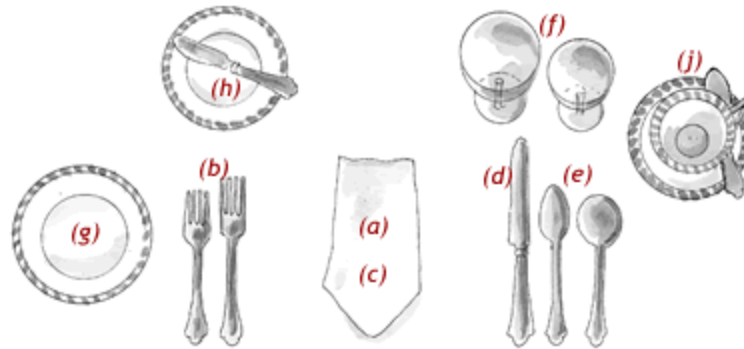


## *g) Salad plate*

- This is placed to the left of the forks.
- If salad is to be eaten with the meal, you can forgo the salad plate and serve it directly on the dinner plate.
- However, if the entrée contains gravy or anything runny, it is better to serve the salad on a separate plate to keep things neater



# Informal Place Setting

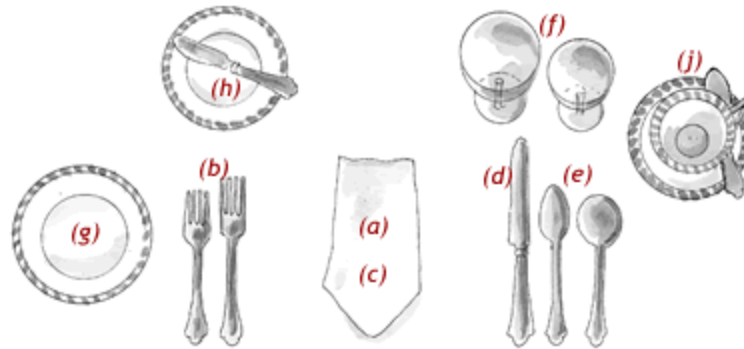


## h) *Bread plate with butter knife:*

- If used, the bread plate goes above the forks, with the butter knife placed diagonally across the edge of plate, handle on the right side and blade facing down



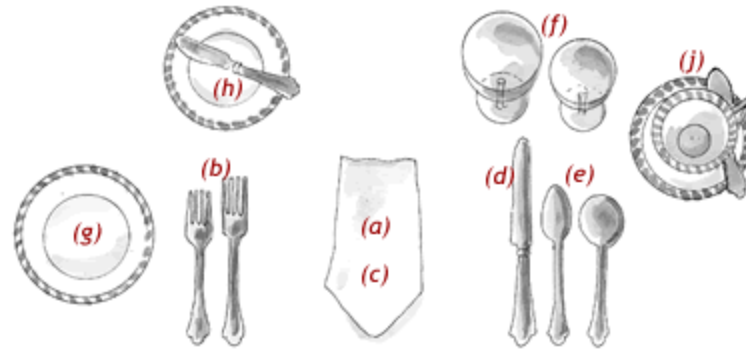
# Informal Place Setting



## j) *Coffee cup and saucer:*

- This illustration shows a table setting that would be common in a restaurant serving a large number of people at once, with coffee being served during the meal.
- The coffee cup and saucer are placed above and to the right of the knife and spoons.
- At home, most people serve coffee after the meal. In that case the cups and saucers are brought to the table and placed above and to the right of the knife and spoons

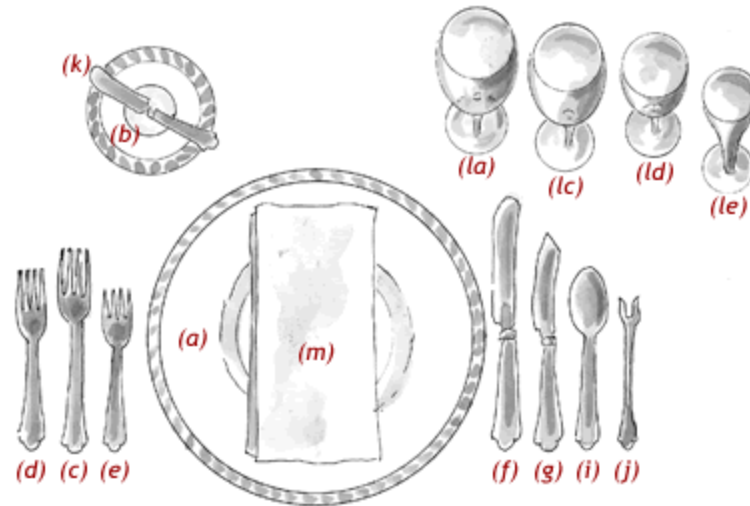
# Informal Place Setting



## i) Dessert Plate

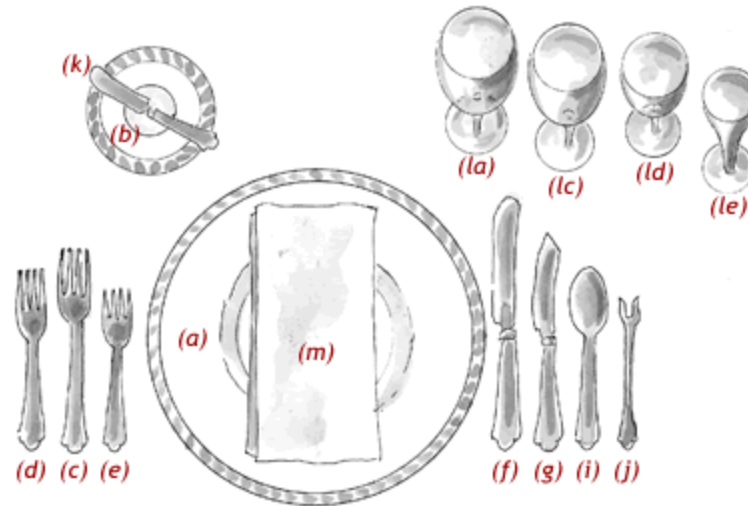
- These can be placed either horizontally above the dinner plate (the spoon on top with its handle facing to the right; the fork below with its handle facing left); or beside the plate as previously discussed.

# Formal Place Setting



- The placement of utensils is guided by the menu, the idea being that you use utensils in an “outside in” order. For the illustrated place setting here, the order of the menu is:
  - Appetizer: Shellfish
  - First Course: Soup or fruit
  - Fish Course
  - Entrée
  - Salad

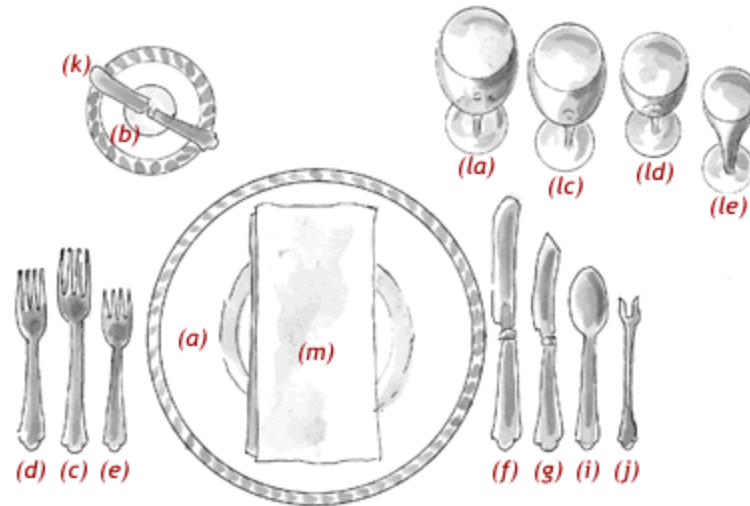
# Formal Place Setting



## a) *Service Plate:*

- This large plate, also called a charger, serves as an under plate for the plate holding the first course, which will be brought to the table.
- When the first course is cleared, the service plate remains until the plate holding the entrée is served, at which point the two plates are exchanged.
- The charger may serve as the under plate for several courses which precede the entrée.

# Formal Place Setting



## d) *Fish fork:*

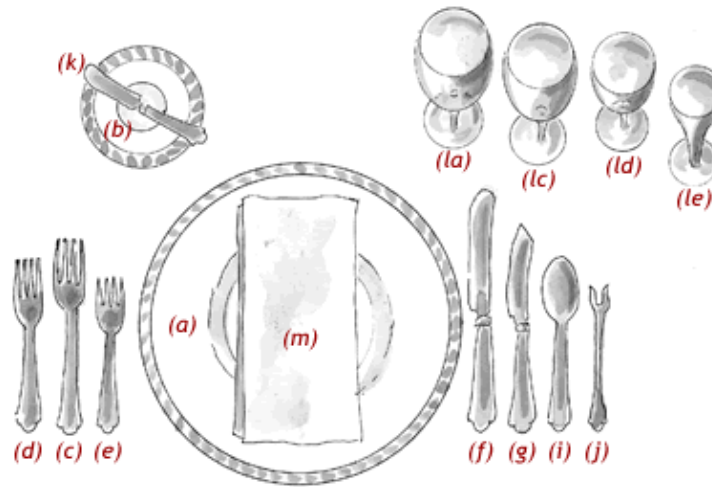
- If there is a fish course, this small fork is placed farthest to the left of the dinner fork because it is the first fork used.

## e) *Salad fork:*

- If salad is served after the entrée, the small salad fork is placed to the right of the dinner fork, next to the plate.



# Formal Place Setting



## *g) Fish knife:*

- The specially shaped fish knife goes to the right of the dinner knife.

## *i) Soup spoon or fruit spoon:*

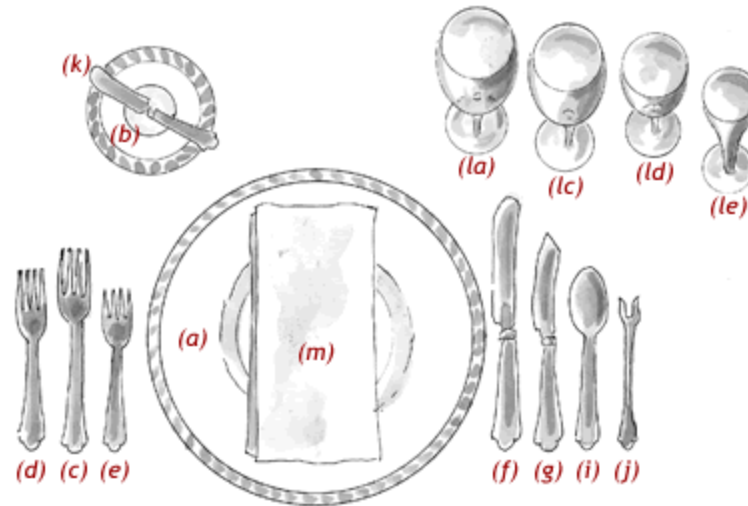
- If soup or fruit is served as a first course, then the accompanying spoon goes to the right of the knives.

## *j) Oyster fork:*

- If shellfish are to be served, the oyster fork is set to the right of the spoons.



# Formal Place Setting



## l) Glasses:

- These can number up to five and are placed so that the smaller ones are in front.

- la) The water goblet is placed directly above the knives.
- lb) Just to the right goes a champagne flute
- lc) In front of these are placed a red and/or white (ld) wine glass
- le) Sherry glass