

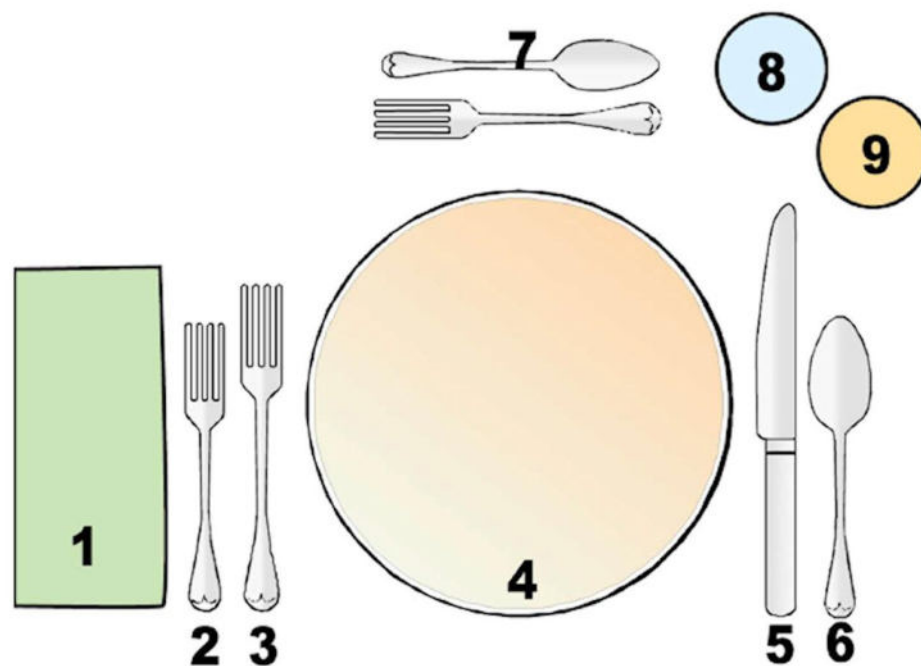


Table Setting

Casual sit-down service

This is a service that is less structured in presentation and may not require table linens or a large array of table service. This is a more relaxed atmosphere, more like a family gathering. It could be for a birthday celebration, a corporate meeting, a group of friends getting together to discuss their vacation or to plan a vacation, or just a group seeking the services. Food may not be required to be plated and served, but could be served family style in large serving pieces and passed.

Casual Dinner Place Setting



1. Napkin
2. Salad Fork
3. Dinner Fork
4. Dinner Plate
5. Dinner Knife
6. Tea Spoon
7. Dessert Spoon and Cake Fork
8. Water Goblet
9. Wine Goblet

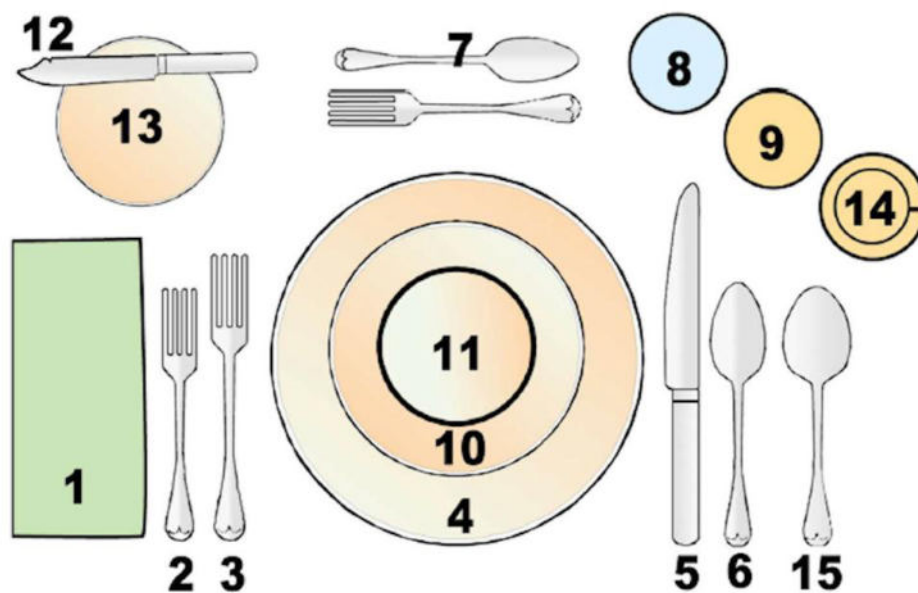


Table Setting

Formal sit-down service

A formal sit-down service requires table linens, China, crystal and a very specific arrangement of utensils for each place setting. These services require that each course is plated and properly served and removed prior to the next course being served. This is the type of service where a wait staff is required to assure everything occurs correctly and timely. This could be a celebration of a golden anniversary, arranged by their friends. Also, it could be a country club group, individuals of a philanthropic group celebrating successful fund-raising efforts, or the parents of the bride of a newly engaged couple celebrating the engagement with the future in-laws.

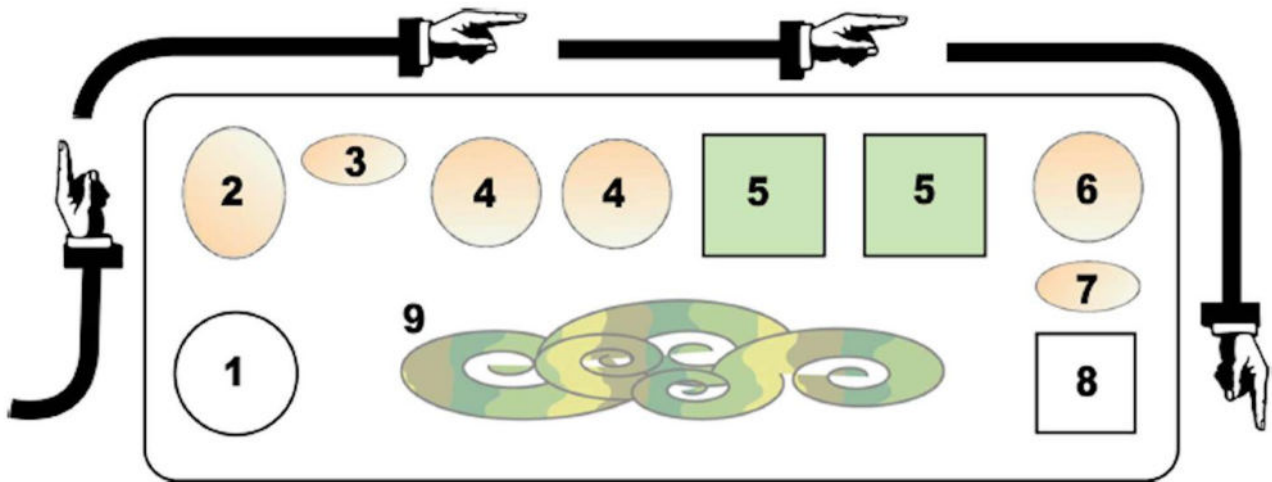
Formal Dinner Place Setting



1. Napkin
2. Salad Fork
3. Dinner Fork
4. Dinner Plate
5. Dinner Knife
6. Tea Spoon
7. Dessert Spoon and Cake Fork
8. Water Goblet
9. Wine Goblet
10. Salad Plate
11. Soup Bowl
12. Butter Knife
13. Bread & Butter Plate
14. Coffee Cup and Saucer
15. Soup Spoon

Buffet

Buffet Setup and Flow



1. Plates
2. Salad
3. Salad Dressing
4. Side Dish
5. Entree
6. Bread
7. Butter, Salt and Pepper
8. Flatware Rolled in Napkins
9. Center Piece



Table Setting

Table Setting

Table setting can be quite an art form. This depends upon the theme and the occasion of the party. However, most hosts want something simple but elegant. If providing this service, charge the client around \$25 to use their existing equipment, and more for purchasing any special theme items or name tags.

Below is a general list and description of a common table setting:

- ❖ Tablecloth as a base
- ❖ Possibly another tablecloth in another color laid diagonally over the first.
- ❖ One floral centerpiece or candle or one at each end of the table.
- ❖ A charger or place mat for each person
- ❖ Wine and water glasses for each person placed to the right of the person
- ❖ Plates for each person placed on top of the charger and then removed after the guests are seated.
- ❖ The charger is sometimes left on the table during the entire meal and sometimes removed before the beginning of the meal. Your client may or may not have a preference on this point.
- ❖ Knives and forks to the left and right of each place setting
- ❖ A bread plate for each person, placed to their left
- ❖ Salt and pepper placed wherever the guests can reach them
- ❖ A breadbasket placed at either end or in an appropriate place on the table
- ❖ A napkin placed either in the guest's wine glass, or across their dinner plate - whichever looks most attractive.

Basic Table Service

On most seated catered events, it is appropriate for a host/hostess or a hired helper to wait on the table. Use a nearby buffet or serving cart to help facilitate serving and removal.

Removal of the main course begins with serving dishes, after which the plates and individual casseroles, if used, may be removed. Use a small tray to pick up any flatware not used and other small objects. Placing a cloth or paper napkin on the tray will cut down on extra noise.

Serving a course is just the opposite sequence. Begin with placing the flatware at each place setting and bringing any dishes that may be needed. Finally, bring in the food.

The bread and butter plate, the salad plate and the dinner plate should be placed on the table or removed from the left side of the place setting. Pick up with the left hand and transfer to the right hand.

Flatware on the left of the place setting should be removed from the left also. Glassware, cups and flatware on the right side of the place setting should be served or removed with the right hand.

Refill glasses from the right side. Do not lift glasses to fill them. Slide them to the edge of the table if necessary. Use left arm to serve from left side.



Table Setting

Setting The Table

Placing the Table covers and Linens

- ❖ Tablecloths should be sized to the table allowing about a 15-inch drop on each side.
The centerfold, the only allowed crease in the cloth, should rest exactly at center of table.
- ❖ Rectangular placemats may be placed flush with the table edge or one to one-and-one-half inches from the edge.
- ❖ Place rectangular mats on a round or oval table so that the points are touching the edges
- ❖ Round mats may be placed at the edge of round table. Mats may also drape over the rectangular or round table.
- ❖ Runners can be placed at the center of the table or at each edge of a narrow table. Overhang should be about 15 inches.
- ❖ Napkins may be placed at the left of the place settings or folded and placed on the bread and butter plate, main plate or arranged in the water glass.

Placing the Dinnerware

- ❖ The salad plate may be placed at the top of the fork. If a bread and butter plate is used, set the plate above the fork and the salad plate below and to the left. Or the salad plate may be above the main plate. Since using both a salad and a bread and butter plate may crowd the small table, it is best to omit the bread and butter plate.
- ❖ Individual casseroles placed on a liner (salad plate or pie plate) are positioned above the plate. The serving spoon may be placed with the other flatware at the place setting or beside the casserole.
- ❖ Coffee cups, if used with the main meal, are set with the top of the saucer forming a straight line with the top of the last piece of flatware on the right. Position the cup so the handle is at the right to make it easier to grasp with the right hand.

Laying the Flatware

- ❖ Flatware is placed on the table in the order of need, starting from the outside of the place setting.
- ❖ Knives are placed next to the plate with the cutting edge toward the plate.
- ❖ Spoons are placed with the bowls facing up at the right of the knife. Placing the spoon bowls and fork tines down is a continental way of setting the table still used in many French homes.
- ❖ Lay the dinner fork next to the plate and the salad fork to the left if the salad is to be eaten before the main course. If the salad is to be eaten with the main course or after, place the salad fork next to the plate.
- ❖ If the bread and butter plate is used, lay the butter spreader across the top edge of the plate, parallel to the table or across the right side of the plate with curved edge of the blade toward the left. You may omit the butter spreader if the table knife is included in the place setting.



Table Setting

- ❖ Flatware for dessert may be placed above the plate with handles toward the right.
- ❖ When eating fresh fruits, place the fruit knife with the handle toward the right and the fork below, with the handle toward the left above the main plate. If a beverage spoon is used for dessert, place this above the knife with handle toward the right.
- ❖ If a serving tray of fruit is used, place the fruit knives together on the same tray for guests who decide to use a knife.
- ❖ The flatware for eating cheese and crackers may also be arranged above the main plate.
- ❖ Arrange the handles of the flatware in an even line with the edge of the plate for a pleasing unbroken line.

Placing the Glassware

- ❖ Place water glass at or near tip of knife
- ❖ If milk glasses are used, place glass to the right of the water glass and a little closer to table edge. If just milk is served, place glass at tip of knife.
- ❖ A juice glass is sometimes served on a small plate at the center of the place setting for a more formal service. Otherwise place juice glass a closer to the edge of the table from the last glass.
- ❖ Set an iced tea glass or coffee cup on a small plate to provide a place to rest the spoon if sugar is used.
- ❖ Place wine glasses to the right of the water glass and closer to the edge of the table.

Table Decorating

- ❖ Candles, if used, should either be lower or higher than eye level in order to keep the flame from distracting the guests.
- ❖ Use fresh fruits and vegetables as decorations, keying color to the theme and season.
- ❖ For warm and personal centerpieces, use items from a hobby, such as a rock or shell collection.
- ❖ To save space in small apartments push the table against a wall and hang an appropriate picture, providing decoration for the table without using table space.
- ❖ Arrange colorful maps and flags of destination for a bon voyage party.
- ❖ Dress up Christmas cookie cutters with calico ribbon pasted to the sides; hang cookie cutters on a mug holder stand. Extra cookie cutters can be used as napkin rings.
- ❖ Use small brown paper bags with votive candles stuck into sand for a Mexican fiesta party.
- ❖ Try this space-saving idea for your crowded buffet table . . . hanging wicker baskets filled with flowers or ivy. Let baskets hang at eye level above buffet table.
- ❖ Scrape out a large squash such as Hubbard for a Thanksgiving cornucopia. Fill with an assortment of fruit and vegetables.
- ❖ Use candles in stemmed glasses; different heights add to the attraction. Drip a little of the melting wax in the bottom of the glass and press candle down. Candles without perfume will blend best with your menu.
- ❖ Gather the group together from your client's last vacation trip for a memory.