If the menu is one for which you need other dishes, glasses, or flatware, follow these suggestions ---

**Flatware** – The general rule is to arrange in order of use from outside towards the plate.

**Salad Fork** – If salad is served before main course, place to left of dinner fork. This fork may be used for dessert; then it is placed next to plate or put on table only when dessert is served.

**Soup Spoon** – Place to right of teaspoon

**Salad Plate or Bowl** – Place above the fork, and a little to the left of the napkin (if bread and butter plate is also used).

**Bread and Butter Plate** – Place above the fork, and a little to the left. A bread and butter knife is placed on the rim of the plate in line with the side or end of the table.

**Milk Glass** – Place to the right and a little below water glass.

**Cup and Saucer** – Place to the right of spoons.

**Soup or Cereal Bowl** – Place in the center of the plate.

**Napkins** – May be folded in triangle for informal setting.

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- All of the dishes, flatware, glasses, and linen used for one place setting is known as the “cover”.
- Allow 20 – 24 inches at the table for each person.
- A basic place setting will look like this:

1. Napkin, can be placed anywhere in the setting as long as nothing has to be moved for it to be utilized.
2. Dinner fork, tines up.
3. Dinner plate (and flatware, 1” from table edge).
4. Dinner knife, sharp edge toward plate.
5. Spoon, bowl up.