

“HOW TO” SUGGESTIONS FOR YOUR PLACE SETTING

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.*

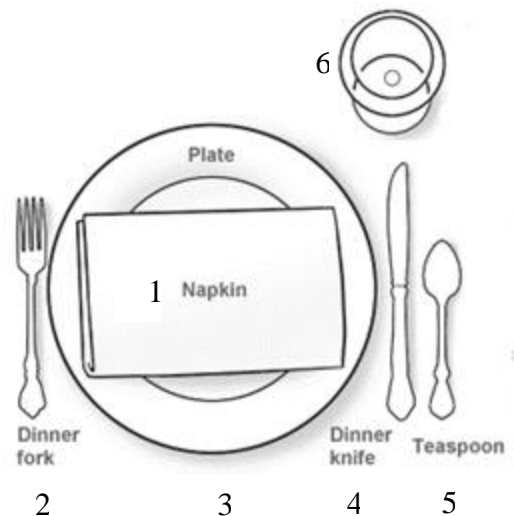
Milk Glass – *Place to the right and a little below water glass.*

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.*

- *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.*
6. *Water glass.*