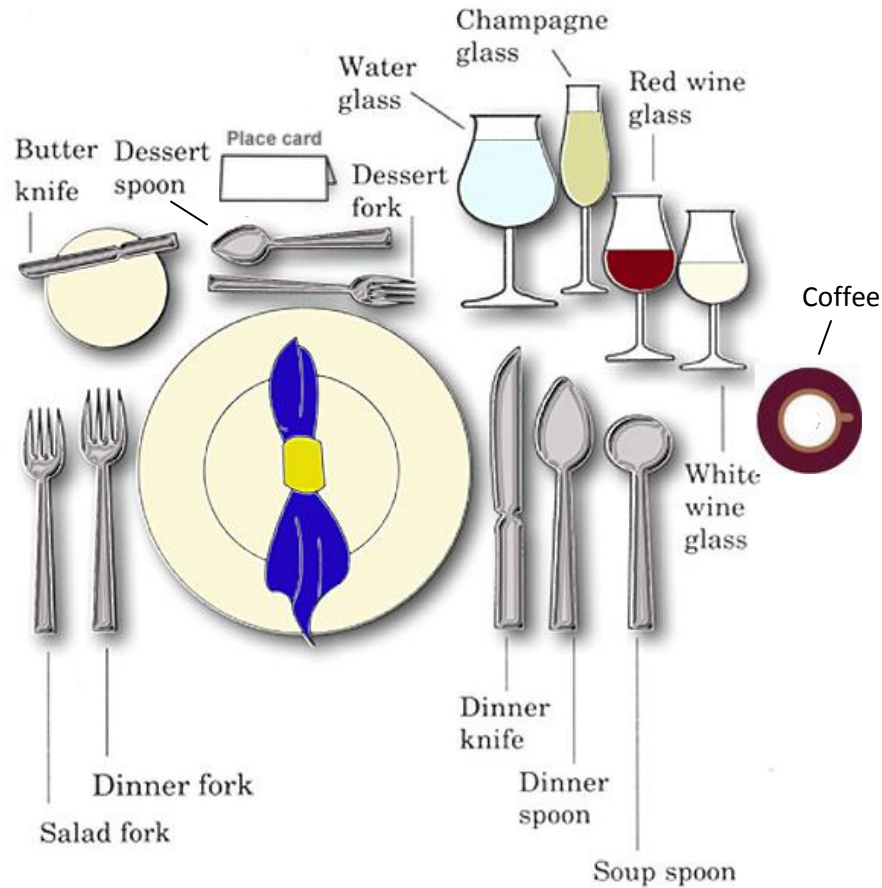


Table Setting Guide



Formal



Informal

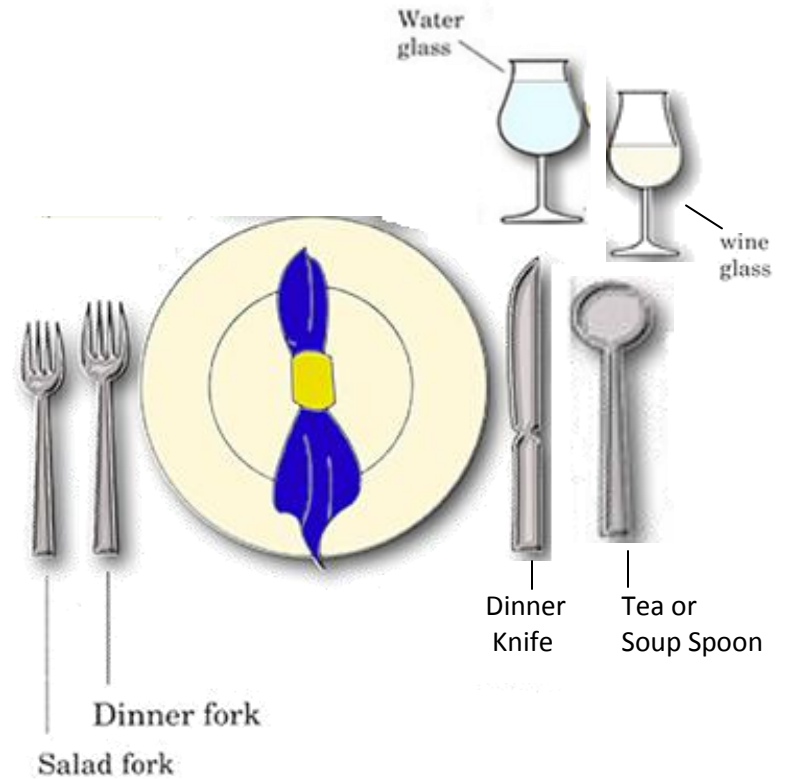


Image courtesy of Organizeanything.com



Helpful Tips

- **Dinner Plates:** Start by setting out dinner plates. Plates should be set two inches from the table's edge. Set plates about two feet apart from plate center to plate center.
- **Silverware:** Silverware should be placed in the order of its use, ½ inch from the plate, from the outside in, first course to main course. Don't put out utensils that won't be used.
- **Forks:** Forks should be placed to the left of the plate, knives and spoons to the right.
- **Knives:** Knives should be placed with their cutting edge towards the dinner plate. Be sure that all utensil handles line up.
- **Napkins:** Napkins should be placed on the plate or to the left of the forks.
- **Bread:** If serving bread, place a butter plate above the forks to the left of the plate and include a butter knife or spreader.
- **Soup:** Soup bowls are placed on top of the dinner or base plates.
- **Dessert:** If you are serving dessert, the silverware should be placed above the plate with the fork handle to the left and the spoon or knife handle to the right. You may also set the dessert silverware right before dessert is served.
- **Glassware:** Cups and glasses go on the right side of the plate, butter and salad plates to the left. Glasses should be placed above the knives in a straight row, slanting downward from the upper left, (water goblet, champagne flute, red wine, white wine). Make sure smaller glasses aren't hidden behind larger ones.
- **Coffee:** If you plan to serve coffee with the meal, place the cup and saucer to the right of the setting, with the coffee spoon on the right side of the saucer. You may also place the cup and saucer once dessert is served.
- **Place cards:** If you are using place cards, they should be placed above the dessert utensil(s) and to the left of the drinking glasses.