

Table Setting Basics

Deschutes County 1/87

by

Nancy Fiedler
4-H Volunteer

and

Debra Minar Driscoll
Extension Agent

There is no "absolutely correct way" to set a table, whether you are setting for your family, guests, or for one of the 4-H foods and nutrition events.

Here are some things to consider when planning a place setting:

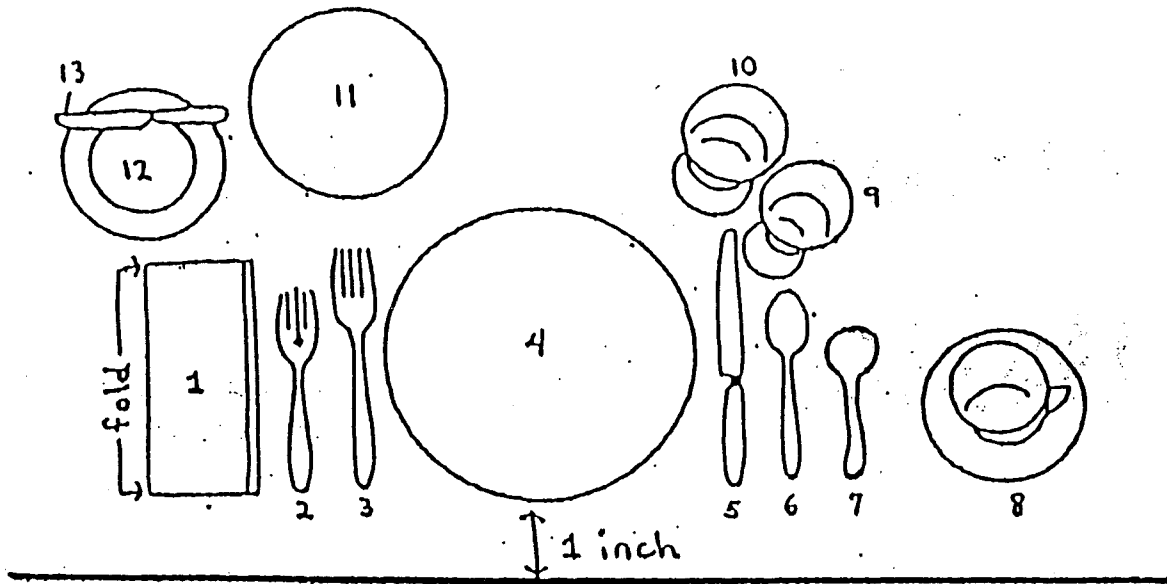
1. The menu for the meal or snack will determine the types of plates, bowls, flatware glasses or cups that will be needed. For example, don't include a salad plate and salad fork if you aren't serving salad!
2. Always provide a place to put the eating utensils when the eater is finished. For example, a bowl of soup, if served alone, should have a small plate under it so the eater doesn't have to put the soup spoon directly on the tablecloth or place mat.
3. Consider the color, texture, style, and balance of the dinnerware, flatware, beverage ware, table linens, and centerpiece to provide a pleasing appearance.

Now let's set a table



OREGON STATE UNIVERSITY EXTENSION SERVICE

***REMEMBER**, you will probably not need to use all of the items on the diagram below. Flatware items are placed in the order of use from the outside toward the plate.



The place mat is placed at the edge of the table. Place the plate, flatware, and napkin one inch from the edge of the place mat.

The knife (5) is placed on the right side of the plate with the blade edge facing the plate.

The teaspoon (6) goes to the right of the knife. The soup spoon (7) goes to the right of the teaspoon.

The dinner fork (3) goes on the left side of the plate. The salad fork (2) is placed to the left of the dinner fork. If a dessert fork is used, it goes between the dinner fork and the plate.

The butter knife (13) is placed across the bread and butter plate (12), parallel with the edge of the table.

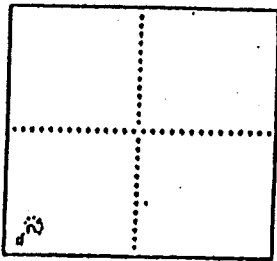
The water glass (10) is set at the tip of the knife. The beverage glass (9) goes to the right of the water glass, a little above the spoon.

The teacup and saucer (8) are placed to the right of the spoon with the cup handle pointing to the right.

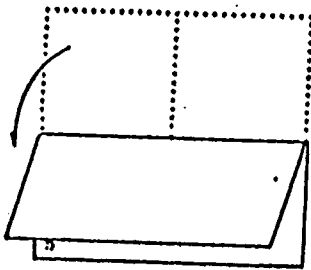
The napkin (1) is placed to the left of the fork, with the fold on the left. The bread and butter plate (12) is placed above the napkin, and the salad plate (11) is placed above the dinner fork.

BASIC NAPKIN FOLD

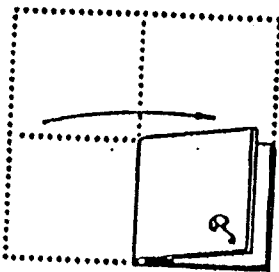
There are many ways to fold napkins, but it is important that the napkin be easy to unfold by the person using it. With the fold illustrated below, you only need to lift the top of the lower right corner of the napkin and it unfolds easily.



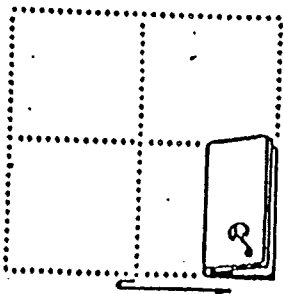
1. Lay the napkin face down. If there is a monogram, it should be on the lower left corner, facing the table.



2. Fold the napkin in half from top to bottom as shown.



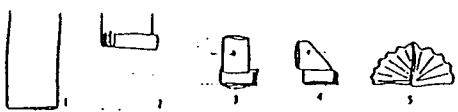
3. Fold the napkin again from left to right. You should have a square one-fourth the original size.



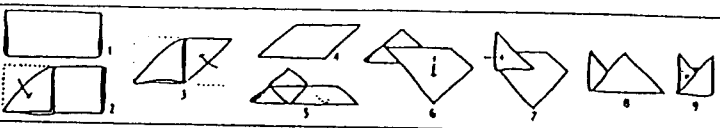
4. Fold the napkin under in half so that when placed on the table, the open corner is to the lower right.

(3)

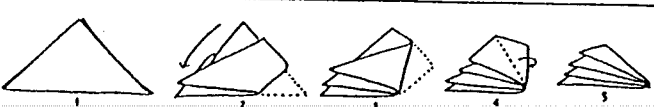
Tan Fan
 1. Fold napkin in half. 2. Start accordion folding in 1/4 inch folds from bottom to about 3/4 from top. 3. Fold in half with accordion pleats on outside.



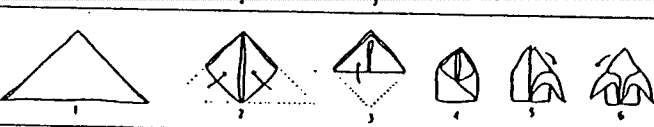
Party Hat
 1. Fold napkin in half with open edge at top. 2. Fold upper left corner down. 3. Fold lower right corner up. 4. Turn over to match shape sketched. 5. Fold downward in half leaving small triangle at left. 6. Pull hidden point at right down. 7. Fold left corner towards center dividing left triangle in half. 8. Fold lower triangle up. 9. Turn over and tuck left corner into right pocket. Stand up.



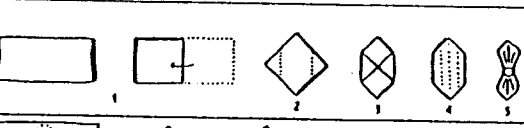
Handkerchief
 1. Start with triangle. 2. Fold finger on center at bottom (arrow) and left top center point of top layer to left. 3. Lift next point to left. 4. Lift next point again. 5. Fold right side under to finish off.



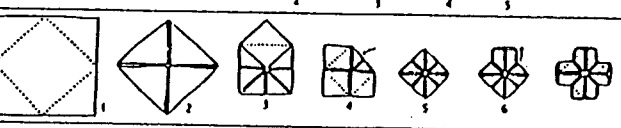
Fanciful Butterfly
 1. Fold open napkin to form triangle. 2. Take left corner and fold up to center. Take right corner up to center creating diamond. 3. Turn over, leaving loose points at top, then fold upward leaving margin at top to make triangle. 4. Tuck the left corner into the right. 5. Stand up. Turn around. Then turn petals down. 6. It's a fanciful butterfly.



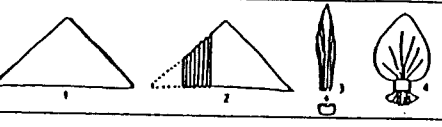
Classic
 1. Fold the napkin in quarters. 2. Place it so the free corners are at top. 3. Fold the left and right corners to the center. 4. Turn the napkin over and accordion pleat it into four equal pleats. 5. Slip the napkin through a napkin ring.



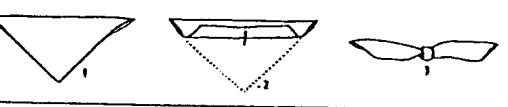
Old Basket
 1. Fold the corners of napkin to the center. 2. The napkin will look like this. 3. Turn napkin over and again fold corners to center. 4. Turn napkin over and again fold the corners to the center. 5. The napkin will look like this. 6. Lift corner out and flatten. Repeat for all corners.



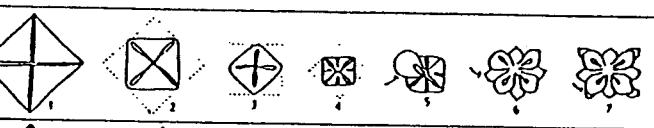
Palm Leaf
 1. Fold napkin into triangle with point to top. 2. Start accordion fold in nine inch folds from left to right. 3. Slip folded napkin through napkin ring approximately two inches. 4. Flair out top and bottom.



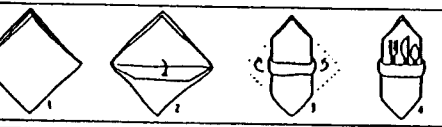
White Knot
 1. Fold napkin into triangle with points to bottom. 2. Roll up from bottom. 3. Knot in center.



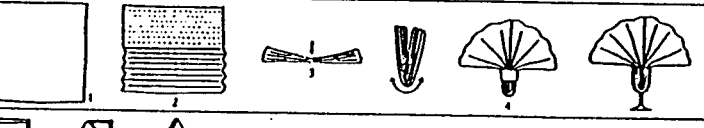
Lotus
 1. Fold all four points to center of opened napkin. 2. Fold all four points to center again. 3. Repeat a third time. 4. Turn over and fold points to center one more time. 5. Holding finger firmly at center unfold four petals from underneath each corner. 6. Then pull out four more from between petals. 7. Then pull out more four under the petals. Flower should have twelve points.



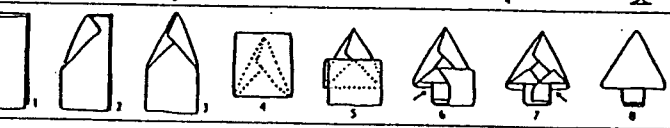
Silver Buffet
 1. Fold napkin twice to form a square. 2. Fold this in diamond shape. Take two top flaps and roll halfway down napkin. 3. Fold the right and left points at sides under. 4. Now you have a pocket in which to place silver: knife, fork, spoon.



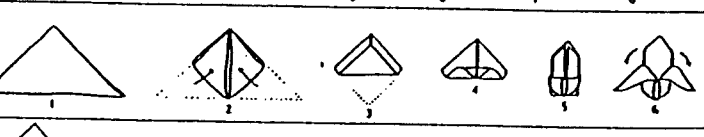
Semi Circle
 1. Open napkin flat. 2. Start accordion fold in one inch folds from bottom to top. 3. Place finger in center (arrow) and bring up both sides. 4. Insert bottom third into napkin ring or wine glass and flair out top.



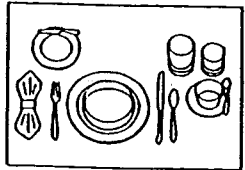
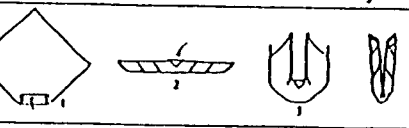
Pine Tree
 1. Fold napkin in half. 2. Using upper section of half, fold toward right. 3. Do same with upper right. Tuck under excess on left. 4. Fold lower half up. 5. Return lower half down extending edge 1/4 inch below center. 6. Fold bottom left to form one half base of tree. 7. Do same to right, forming full base. 8. Turn over for tree.



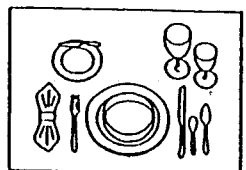
Flour-De-Ils
 1. Fold open napkin to form triangle. 2. Take left corner and fold up to center. Take right corner up to center creating diamond. 3. Fold up the bottom point to within one inch at the top point. 4. Fold the same point back to the bottom edge. 5. Fold back sides and tuck in back. Stand napkin up. 6. Pull down the left and right points to form flour-de-ils.



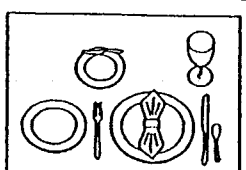
Flute
 1. Place the napkin flat on table with one corner facing you. Starting at the bottom corner, roll up the napkin. 2. Hold your finger (arrow) on the left corner in the center of the completed roll. 3. Holding this end in place, fold the tube in half to catch the end securely and then place the tube, curved portion down, in a glass.



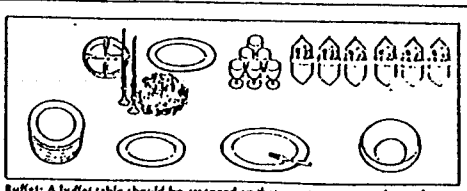
Breakfast: A luncheon plate is used for eggs or any other main course. The cereal bowl goes on the luncheon plate. Only at breakfast is it good form to have the cup and saucer on the table at the beginning of the meal.



Luncheon: The plate for a first course, if any, is placed on top of the luncheon plate. To serve soup, set the soup bowl and a liner plate on top of the luncheon plate and have a soup spoon already in place at the right of the teaspoon. A fork for the first course would be placed to the left of the luncheon fork. Salad can be served with the main course on the luncheon plate.



Family dinner: If there is no first course, the napkin is usually placed at the center of the dinner plate. The salad plate is then set to the left of the fork. The tea-spoon in the place setting is used for dessert or a dessert fork is carried in with that course.



Buffet: A buffet table should be arranged so that guests can serve themselves in the easiest way possible. A logical order is to start with plates, follow with a variety of foods and end with bread or rolls, a drink, and then the napkins and silverware. That way guests will not have to contend with a drink and the utensils while helping themselves to food.

TABLE SETTING CONTEST GUIDELINES

1. Contest is open of all 4-H Foods Club Members.
2. 4-H'er must be present for judging.
3. Plan a well balanced menu that you can prepare. Menu should be appropriate for your skill level.
4. Menu should be typed or printed on a menu card of appropriate size and style for theme. Be creative!
5. Plan an attractive table setting for the menu. The place setting should be for one person and should include a place mat or table cloth, dishes, tableware and napkin appropriate for the menu.
6. Alcoholic beverage containers or glasses are not appropriate.
7. Centerpieces are acceptable if appropriate.
8. Each contestant will have a space approximately 15" x 25" to work within. Practice at home to make sure you don't exceed the space you will have.
9. Items used in the table setting contest are to be left throughout the fair. Removal of any piece will be a forfeit of ribbons and premium.
10. Contestants are to do their own work. Parents are to be out of the area during the contest.
11. Contestants will visit with the judge regarding menu and theme selection. Participants may be asked to refold their napkins and must know how to prepare all food items listed on their menu.
12. Contestants are responsible for own property. O.S.U. Extension, Umatilla County Fair and Umatilla County Fair are not responsible for theft, loss or damage to display items. Please do not bring good silver, china or glassware.
13. Be creative! Enjoy the contest!