

4-H Table Setting Contest

Updated 04/19/2017

Changes Noted in **Red**

All 4-H member may participate in the 4-H Table Setting Contest.

Rules and Guidelines:

1. Pre-registration for the contest is required.
2. Check in with the Superintendent 15 minutes ahead of your scheduled time.
3. You will have up to **15** minutes to set up your display.
4. You will not be judged while setting up your display.
5. Check the “Table Setting Contest Guidelines” at:
http://oregon.4h.oregonstate.edu/sites/default/files/special-events/state-fair/ContestMaterials/Contests/table_setting.pdf for basic rules for table setting. You will need to be prepared to explain why you selected to do something a certain way.
5. The judge will interview contestants after the display is set up. A maximum of 10 minutes will be allotted for the interview. Be prepared to answer any questions the judge might ask about the place setting, the menu, and/or the nutritional values.
6. Select a theme. The table setting may be for a breakfast, lunch, or dinner and may range from a picnic to a formal meal.
7. Plan a well-balanced menu, appropriate for your skill level and the chosen theme. The menu must be typed or neatly printed on a card of appropriate size and style for the theme. Food must be listed in the order they will be served. The menu card may be incorporated into the display. Be creative!
8. Each contest will have 18 x 25 inches to work within. The table area will be marked.
9. Plan an attractive table setting for one person. The setting should include a tablecloth and/or placemat, dishes, tableware, glassware, and napkin. All should be appropriate for the theme and the menu being served. Paper plates, plastic ware, and paper napkins may be used for casual themes. Centerpieces are acceptable if appropriate.
10. Only utensils necessary for the meal should be placed on the table.
11. New things are not necessary. Use what is available at home or from friends and family.
12. All items should be safe to eat from, with no cracks or chips. They should be clean with no water spots or fingerprints.
13. Alcoholic beverage containers or glasses are not allowed, nor should alcohol be included in the menu.
14. It is optional to include salt and pepper shakers on your table.
15. Contestants must do their own work. Practice at home to be sure you do not exceed your space.
16. If you use a centerpiece, the “Centerpiece Ideas” in this document, may be of help.
17. We suggest you label everything with your name. Valuable or sentimental items should not be included in the displays.
18. Plan ahead. Know how your place setting will go together before you bring it to fair. If you assemble your exhibit for practice, you may want to take a picture of it or draw a sketch that will help you in assembling it at the event.
18. Remember to take your exhibit down after judging is finished. **Also, remember to pick up your exhibit at the end of fair.**
19. **Have fun with this!** The idea is that it is fun to make a table artful and pleasant and that having meals at the table is a great way to spend time with family and friends.

Scoring: Please see Table Setting Contest Evaluation Sheet at:

http://oregon.4h.oregonstate.edu/sites/default/files/special-events/state-fair/ContestMaterials/Contests/tablesetting_evaluation_sheet_rev.pdf

Table Setting Guidelines

NOTE: For mini-meals and specific food preparation contests use appropriate table setting.

- The basic rules are simple: forks go on the left, knives and spoons on the right, all from the outside in, **in order of use**. If you use only 1 piece of flatware, it can go on the right.
 - The basic requirements of any table setting are attractiveness, convenience and efficiency. There are many ways to set the table.
1. Allow 20 to 24 inches for each person's place. This is called a "cover".
 - (a) If place mats are used, they may be flush with the edge of the table or at a distance of not more than one to one and one-half inches from the table edge.
 - (b) Napkins, handles of flatware and the edge of the large plate should be 1" from the edge of the table or even with the edge of the place mat if it is more than 1" from the table edge.
 - (c) A tablecloth should hang down 10" over side of table.
 2. Use only the flatware and dishes that are needed. The dinner fork goes to the left of the plate. The salad fork goes to the left of the dinner fork if the salad is served first. The knife is placed to the right of the plate with the cutting edge toward the plate. The teaspoon is put next to the knife.
 3. The napkin goes on the left with the open corner nearest the fork and the edge of the table. This is so the napkin will unfold easily onto lap by grabbing corner.
 4. Put goblet or tumbler about ½ inch above the tip of the knife. If more than one glass is used, place the second one to the right of the first glass.
 5. The cup and saucer go to the right of the knife and about 3 inches in from the edge of the table with the handle turned for easy use. If no glass is used, the cup goes slightly to the right of the tip of the knife. The teaspoon may be placed on the saucer parallel with the edge of the table, at right angles to it, or placed to the right of the knife.
 6. The bread and butter plate is placed just above the forks with the butter knife parallel to the edge of the table or at right angles to it.
 7. If a separate salad plate is used, place it to the left of the bread and butter plate above the napkin. If a bread and butter plate is not used, the salad plate or bowl is placed above the fork.
 8. Dessert flatware may be placed on the dessert plate at the time of serving or may be laid just before dessert is served. You can lay the dessert flatware when you set the table. Just be sure that there is no confusion about its use.

Food Contests:

- One place setting is to be displayed including a table covering, dinnerware, glassware, flatware, centerpiece, and menu on a 5x7 card for the Foods of the Pacific Northwest and Mini Meal Contests.
- You will prepare food within the time limits for that contest, and bring other paperwork required for a contest.
- Some county only contests do not require table settings. Check the fair book.

Table Setting Contest:

- One place setting is to be displayed, including a table covering, dinnerware, glassware, flatware, centerpiece, and a menu on a 5x7 card.
- You **MUST** place all of this within an **18” deep x 25” wide** space.
- You **do not** prepare food for this contest.

General Guidelines:

- Select a theme – what is the occasion? Is it breakfast, lunch, or dinner? The possibilities are endless from a picnic to a formal dinner. Be sure to check the fair book for any rules on a theme.
- Table Appointments, this includes any items used to set a table: Tablecloths, placemats, dinnerware, glassware, flatware, and centerpiece.
- **Don’t** go out and buy new things; use what is available at home or share within your club or family. Things do not have to be expensive, just appropriate to your theme.
- Choose your table appointments to fit the occasion and carry out the theme and menu you picked. You should only include the items necessary for your menu.
- Be sure the texture and color of appointments coordinate.
- Paper plates, plastic ware, and paper napkins may be used for casual themes.
- All items should be safe to eat from, with no cracks or chips, and they should be clean with no water spots or fingerprints.
- Be prepared to answer any questions the judge might ask you about your menu, place setting, food, or recipe during the contest.
- It is optional to include salt and pepper shakers on your table.
- The use of alcoholic beverages in any menu **will disqualify** you.

Menu:

- The menu must be on a 5x7 card.
- List the foods in the order they will be served
- It should be a well balance meal that only includes foods you know how to prepare.
- See Menu Planning and Guidelines handout for more details.

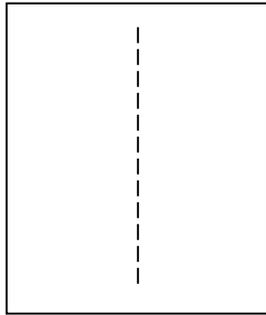
Table Covering:

- This is the background for the food and all tableware to be placed on it.
- Placemats and/or tablecloths may be used.
- Choose a covering, which is appropriate for the occasion.
- Match or blend colors and textures with the dinnerware.
- If you use a placemat, place it even with the edge of the table.
- If you use a tablecloth, it should have an 8” to 10” drop.
- All table coverings should be spotless and wrinkle free.

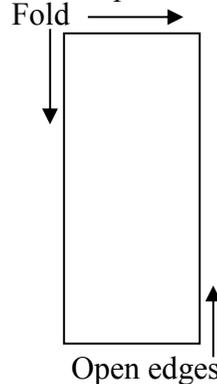
Napkins:

- They can be placed on the plate, in an empty glass, or to the left of the fork.
- **Folds** – Napkins folded into oblongs are placed next to the forks and placed oblong so it opens like a book, with the open corner being on the bottom right. It is also correct to fold a napkin into a triangle and have the point to the left. Try decorative and creative folds with your napkins.

Unfolded Napkin



Folded Napkin



Rolling Napkin Fold:

You will need a napkin ring, ribbon, or raffia bow to secure this fold.

Step 1: Fold napkin in quarters. Set on a diagonal with the folded center portion at the top and all open edges at the bottom.

Step 2: Begin rolling each side toward the center, making 2 long rolls. This will be the back. *Tip: have napkin ring ready.*

Step 3: When fully rolled up from each side, prepare to insert into the napkin ring.

Step 4: Insert the roll into a napkin ring and turn over so smooth side is up.

Good websites for napkin folding ideas include <http://www.napkinfolding.net/> and <http://www.napkinfoldingguide.com/>.

- Napkin ring – if used, it may be placed on the plate or to the left of the fork.
- The napkin should be spotless and wrinkle free.
- The napkin should be placed so that when removed, it will not disturb any of the flatware.
- DO NOT place anything on top of the napkin.

Dinnerware:

General Information – Dinnerware must be safe and clean. If your dinnerware has a pattern other than a simple, continuous band, be sure to arrange all dinnerware so that the pattern is facing the guest.

Dinner Plate – is to be used in the center of the setting, placed one inch from the edge of the table.

Salad Plate – is to be placed to the left of and about 2 inches above the forks. If salad is the first course, then it is placed on the dinner plate. If you are serving a salad like a fruit/jello salad, you can use a small bowl.

Bread & Butter Plate – A plate smaller than the salad plate, it should be placed a little to the left of the top of the fork. If you are using both bread & butter plate and a salad plate, the bread & butter plate is top left, above the salad plate, and the salad plate is lower left, above the napkin.

Soup/Cereal Bow – placed on top of the dinner plate.

Cup & Saucer – If coffee is to be served with the meal, the cup and saucer are placed 1 inch to the right of the flatware, the top edge of the saucer is aligned with the top of the dinner plate, with the coffee spoon on the saucer.

Charger Plates – are large decorative plates used to dress up dinner tables at parties or special events. They are like a large coaster for the dinner plate.

Flatware:

General Information – Flatware should be silverware, plastic, etc. It must be safe and clean. It should be placed on the table in the order it will be used: the first used should be found on the farthest left and right sides of the plate. Do not put flatware on the table if it is not necessary.

Placement – Line up bottoms of each piece of flatware one inch above bottom of placemat or table edge. They should be about ½ inch from each other and lined up evenly with the bottom of the dinnerware.

Basic Flatware Setting – The dinner fork is placed to the left of the dinner plate; spoon and knife go to the right. Knife should be placed ½ inch away from the plate, with the cutting-edge toward the dinner plate. The guest should be able to pick up the knife without hitting the plate.

Butter Knife – should be laid parallel to the table edge across the top of the bread plate, with the blade facing the dinner plate. Keep the tip of the blade out of the center of the plate.

Salad Fork – has a shorter handle and wider tine base. If the salad is served first, you need to have a salad fork. It is placed to the left of the dinner fork. If the salad is served with the main meal, you DO NOT need a salad fork.

Soup Spoons – noted by its rounded bowl. If one is needed, it is placed to the right of the teaspoon.

Dessert Flatware – Dessert spoon is placed horizontally about 1 inch above the place setting, with the handle facing right. Place dessert fork above dessert spoon, facing in the opposite direction.

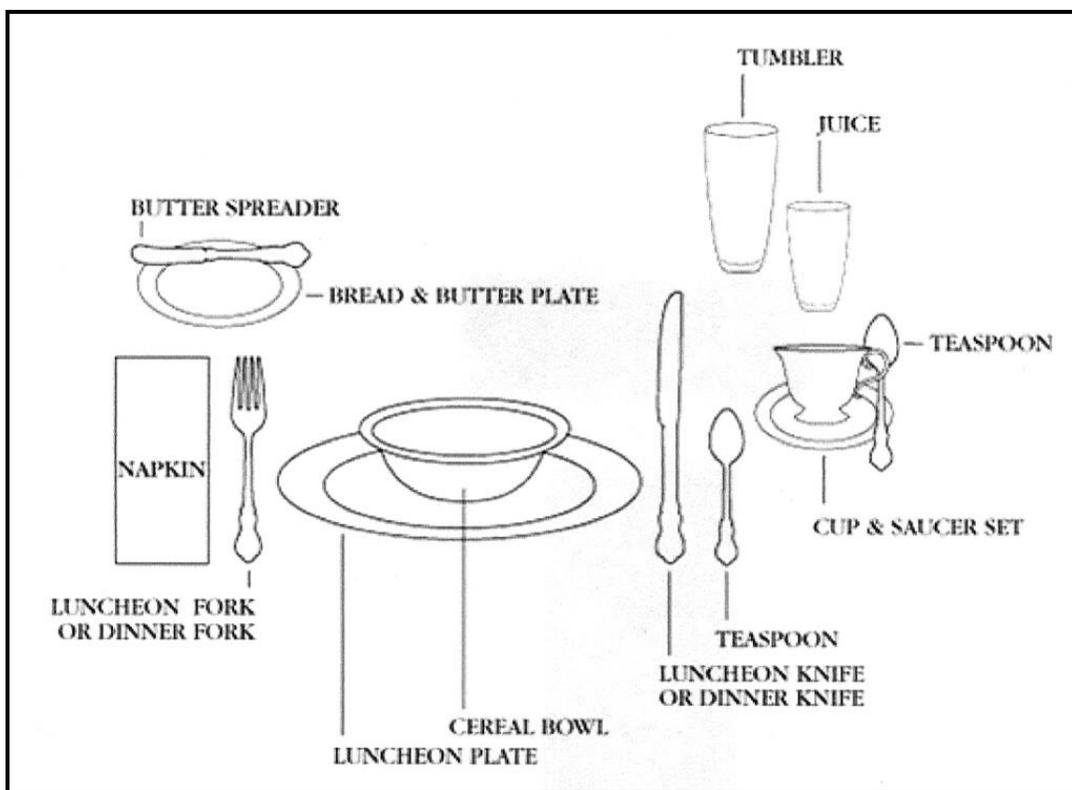
Oyster Forks – There is only one fork that is allowed on the right of the dinner knife, and it is an oyster/lobster fork.

Glassware:

- There is nothing wrong with using just ONE glass. If you want to be “fancy” and have one glass for water or other drinks, that is okay too.
- You can use glasses or goblets.
- The glassware should be clean and free of chips, without watermarks or fingerprints.
- The largest glass on the table is the water glass and should be placed about 2” above the dinner knife, with other drinking glasses arranged neatly near the water glass. Drinking glasses are often arranged in a triangular formation.

- If you list more than one beverage on your menu (for example: milk and juice), then two glasses should be provided.
- Water is always assumed to be served if nothing is listed on the menu for a beverage.
- If the glassware will only half fit on the placemat, it is better to set it on the table (off the placemat) to keep it level and avoid spills.
- If coffee or tea is served with the meal, the cup and saucer should be placed to the right of the teaspoon, with the handle pointing to the right. Do not include a cup and saucer if you do not need them.
- Frozen or iced beverages are placed on 7" or 8" plate with the teaspoon (or a spoon long enough to touch the bottom of the glassware) diagonal on the right side.
- Coffee MUGS are **NOT** used for a formal dinner.

Sample Place Setting:



Centerpieces

Every well-set table includes a centerpiece, either centered on the table, as the name implies, or balanced at the back of the table or even at one end.

- Simplicity is the key to beauty, so do not over do your centerpiece. The centerpiece brings the entire table setting together. Consider the color and the style and make sure the centerpiece is appropriate to the theme.
- For contests, your centerpiece **must** fit within the allotted space of 25" x 18" deep.
- With limited space at the contest, the centerpiece can go off to the side.
- A centerpiece can consist of more than one item, but all items should coordinate and not be too spread out.
- Remember that a centerpiece is viewed from all sides. It should be appealing to the eyes of all people seated at the table.
- Candles and flowers are good options, but consider unusual or unique items. There is no end to the list of materials that lend themselves to creative, imaginative centerpieces. Inspiration begins with even the most unlikely materials ... a piece of driftwood, a wicker basket, or an everyday serving dish ... all lend themselves to delightful centerpieces. Use what you have at home to dress up your table.

Fruit in season can be simply arranged in an elegant bowl. Dried fruit creates an elegant fall centerpiece.

Cake Decorating can double as the centerpiece. Any special occasion, wedding, birthday, anniversary, or holiday calls for a cake. You may not be able to create a great masterpiece on your first try, but a few simple cake-decorating skills and a little imagination can earn you many compliments.

Candles used to be traditional tapers. Look for novelty candles to enhance your decor or the occasion. Float candles in a bowl (or in the punch). Short chunky candles on interesting holders add a new look to candlelight dinners. You should be able to see over the centerpiece while sitting down. This includes the flame from candles. No candles may be lit at the contest.

Dried or Artificial Flowers At one time, only fresh flowers were acceptable for flower centerpieces. Now dried and artificial flower arrangements can be equally elegant.

House Plants can be wonderful candidates for centerpieces. A handsome container will enhance any plant, whether fern, flower, or herb.

Fresh Flowers are traditional as centerpieces. Remember that flower arrangements should be low enough so as not to block your communication with others at the table.

Artifacts, Toys, Collections, Books ... use your imagination to make your table a FUN place to be!

- The most important thing to remember for centerpieces is to keep them low and somewhat simple if people are sitting around the table.
- Make sure aromas or other things are not offensive to your guests.
- Watch for bugs or other foreign matter when using natural objects like live plants.
- Do not use loose glitter, sand, beads, etc., which could get into the food.