TABLE SETTING GUIDELINES

1. Informal
2. Informal
3. Informal
4. Formal

Napkins, utensils, and plate are lined up evenly, about 2.5 cm (one inch) from the edge of the table. The water glass is above the tip of the knife.

A salad plate is placed above the fork and the salad fork to the left of the dinner fork.

When no knife is needed, the fork may be placed to the right of the plate.

With limited table space, the bread and butter plate and the salad plate can be placed above the napkin and forks. A soup spoon and milk glass are also added.

1. Napkin
5. Knife
9. Additional beverage glass
13. Salad Plate

2. Salad Fork
6. Spoon
10. Cup & Saucer or mug
14. Iced Tea Spoon

3. Dinner Fork
7. Soup Spoon
11. Bread & Butter Plate

4. Plate
8. Water Glass
12. Butter Spreader

GENERAL BASICS OF TABLESETTING:

1. Attractiveness, convenience, & efficiency are the basic requirements of any tablesetting.
2. The flatware, glassware, china and napkin required for one person is called a "cover", and should cover no more area than 20-24" left to right nor 15" front to back.
3. Use only the tableware required by the menu.
4. Refer to the current tablesetting contest requirements and scoring system in the County Fairbook.
5. Breakfasts and lunches are usually simpler meals with most food items on the same plate. Dinners may be served in courses with necessary dishes stacked in order of use with first item used on top.
6. Be creative!!

LINEN:

1. Linens used, regardless of kind, ought to be spotless and wrinkle-free.
2. Lay freshly ironed cloth on table so the over-hang is the same at the ends and sides. The center fold line should fall exactly in the center line of the table. A moderate over-hang gives the best appearance which will depend on the size and shape of the table, but should not look skimpy. Be sure to step back and look at your tablecloth to make sure it is even all the way around.
3. Lay place mats flush with the table edge or not more than 1/2" from it. On a round table the corners of a rectangular placemat touch the edge of the table -- a round placement the bottom is flush.

NOTE: Placemats and/or tablecloth and napkins may be used. Paper or plastic products are NOT acceptable. If your table is marred, you may cover it with a tablecloth, and then use the placemats you would normally use.
NAPKINS:
1. Making napkin rings or folding the napkins in a creative way (e.g. fan-shaped) are acceptable. (Napkins are to be folded in front of the judge during a contest.) One napkin will be folded in the standard rectangular fold for judging. After judging, the remaining napkin may be folded to match the tablescape. (Diagram)
2. The napkin is laid at the left of covers beside the fork or forks. Specially-folded napkins may be placed on the center of the plate, etc.
3. Plate, flatware, & napkin should lie in a straight line 1 inch from edge of table or 1/2 inch from edge of placemat. If folded rectangularly, the napkin is folded and placed with fold away from plate, so napkin will unfold easily onto lap by grabbing corner. Open edges toward edge of table.

LAYING FLATWARE:
1. Flatware, regardless of quality or design, should be spotless and free of finger prints.
2. Lay clean pieces of flatware, close but not touching. Position flatware in the order of use, from the outside toward the plate. Include only flatware that will be used. The dinner knife goes to the right of the plate with the cutting edge toward the plate. Spoons are placed to the right of the knife. Forks are placed to the left of the plate with two exceptions: 1) a seafood fork is placed to the right of the spoons, and 2) if no knife is used, the fork takes the place of the knife (#3).
3. Flatware should be placed 1 inch from edge of table. When the placemat is placed flush with the table edge, the flatware is placed 1 inch from the edge of the mat. If the mat is 1/2 inch away from the table edge, the flatware is placed 1/2" from the edge of the mat.
4. A butter spreader is used only in formal dinners and is placed as shown in #4.
5. Include all flatware that will be used for the menu.

DISHES, BEVERAGEWARE:
1. The plate is in the center of the cover.
2. The salad plate is placed directly above the fork. If a bread and butter plate is used for formal dinner, see #4 for proper placement.
3. A bowl of fruit may take the place of the bread and butter plate.
4. The water glass is at the tip of the knife. If another beverage (milk, sparkling cider, juice) is used in addition to the water glass, it is placed to the right of the water glass and slightly nearer the person eating (see #4).
5. The cup, handle turned parallel to the edge of the table, lies to the right of the bowl or the spoon. If no glass is used, the cup goes to the right of the tip of the knife and slightly above the spoon.
6. Regardless of quality or design, dishes and beverageware should be spotless and free of fingerprints. After wiping, exteriors of dishes and beverageware may be handled for placing.

TABLE DECORATIONS:
1. Keep decorations low, in good taste, and in scale with table.
2. Decorations don't always need to be placed in center of table. (Floral designs and centerpieces are to be assembled in front of the judge during a contest.)
3. With the exception of a tea table, candles should be lit only after dusk and should burn above eye level for the comfort of diners. (Therefore, for dinners only.)
4. Be creative!!

MENU CARDS:
1. The finished printed menu for the meal must be 5" x 8".
2. Menu should be neat, centered, and properly organized in the order of the menu. Menu Card must also include the exhibitor's name, age, 4-H level and club name. Examples:

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange Juice</td>
<td>Cheeseburger on Bun</td>
<td>Green Salad with Dressing</td>
</tr>
<tr>
<td>Cereal with Milk</td>
<td>Salad Greens</td>
<td>Grilled Chicken and Wild Rice</td>
</tr>
<tr>
<td>Fresh Berries</td>
<td>Potato Chips</td>
<td>Steamed Vegetables</td>
</tr>
<tr>
<td>Hot Chocolate</td>
<td>Melon</td>
<td>Rolls with Butter</td>
</tr>
<tr>
<td>Contestant’s Name</td>
<td>Iced Tea</td>
<td>Cheesecake with Berries</td>
</tr>
<tr>
<td>Club Name</td>
<td></td>
<td>Sparkling Cider (or Water)</td>
</tr>
<tr>
<td>Grade Division - Junior</td>
<td></td>
<td>Contestant’s Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Club Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade Division (Jr. Int. Sr.)</td>
</tr>
</tbody>
</table>

1986 -- Prepared by Mickie Schuyler, Douglas County 4-H Leader and Home Economist and Sandy Watts, Douglas County/OSU Extension Agent -- 4-H and Youth Education and Development
1991 -- Revised by Cherill Tannehill, Douglas County 4-H Leader/Home Economist and Saralyn Johnson, Douglas County OSU Extension Agent, 4-H and Youth Development
1995 -- Revised by Douglas County 4-H Home Economics Committee and Robin VanWinkle, Douglas County OSU Extension Agent, 4-H and Youth Development
2004 – Revised by Penny Havig and Myrt Thames, Douglas County 4-H Leaders and Robin VanWinkle, Douglas County OSU Extension Agent, 4-H and Youth Development