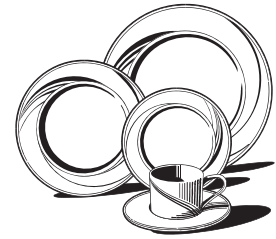




## 4-H Consumer Judging Guide

# Place Settings



The purpose of a place setting is to make the act of eating easier. A properly set table helps guests feel more at ease.

Table setting depends on:

- What food will be served.
- How many persons will be seated.
- What the table covering will be.

Common sense tells us that a proper place setting provides the necessary utensils for eating a meal and that they will be placed in convenient positions for use. Table appointments need not be expensive, but all items should be clean and dishes and glassware should be free of cracks and chips.

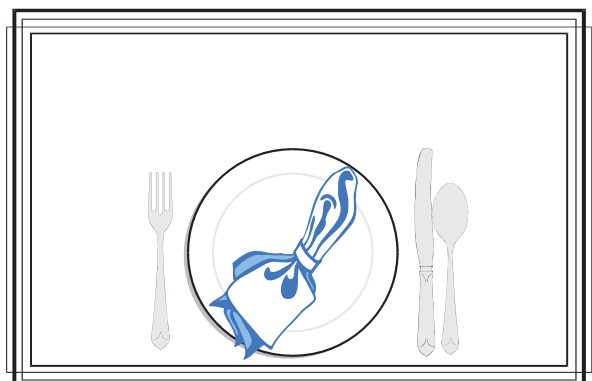
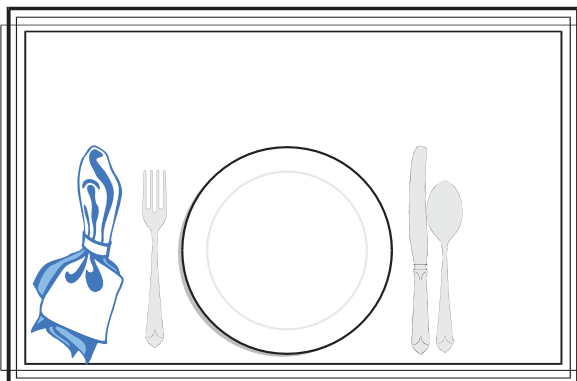
A **cover** is another name for a place setting. It consists of a combination of flatware, dishes, glasses and linens that are appropriate for the foods served. A cover is approximately 20 to 24 inches long by 15 inches deep. It is the individual's place at the table.

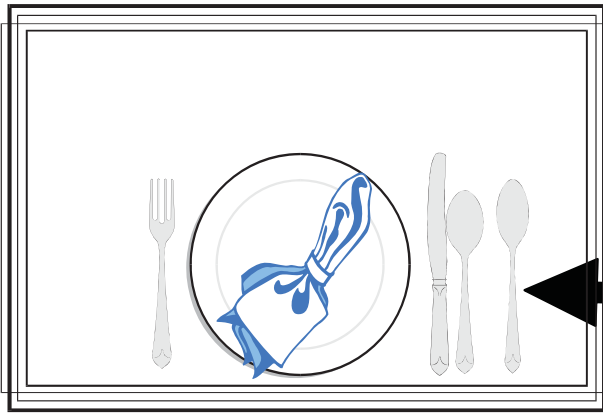
Table linens may be napkins, place mats, tablecloths or runners. It is not necessary to have a mat or cloth on your table if the surface will not be damaged by heat, water or abrasion.

The flatware, napkin and plate for each cover are placed as though they belonged together, about one inch from the edge of the table. The plate forms the center, with the spoon and the knife on the right and the fork on the left. The cutting edge of the knife should face the plate. The bowl of the spoon and the tines of the fork are up.

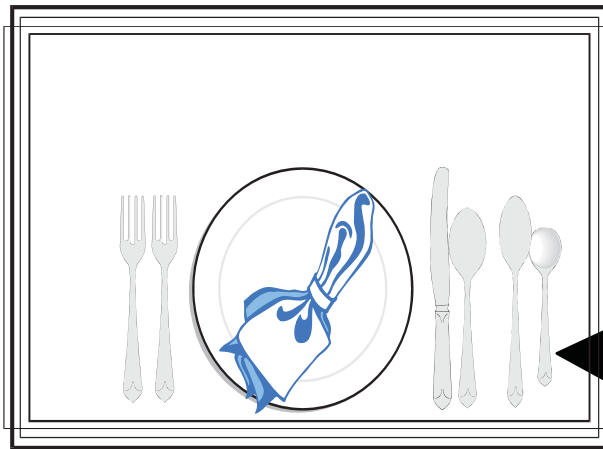
### Basic Place Settings

Flatware is placed in order of its use. Pieces that are used first go on the outside, and those that are used last are placed nearest the plate.



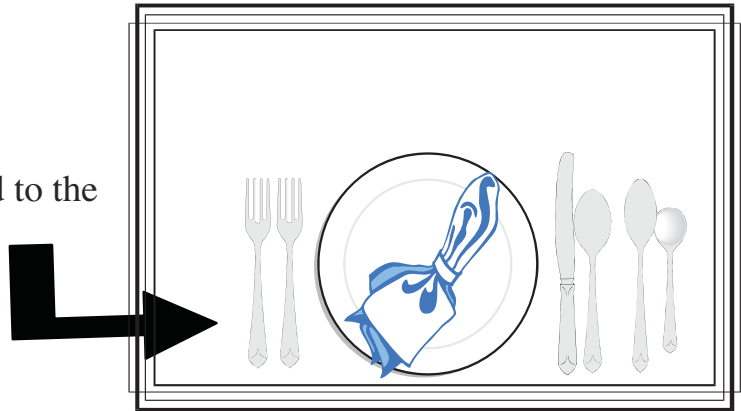


If you are serving iced tea, the tea spoon goes to the right of the other spoons.

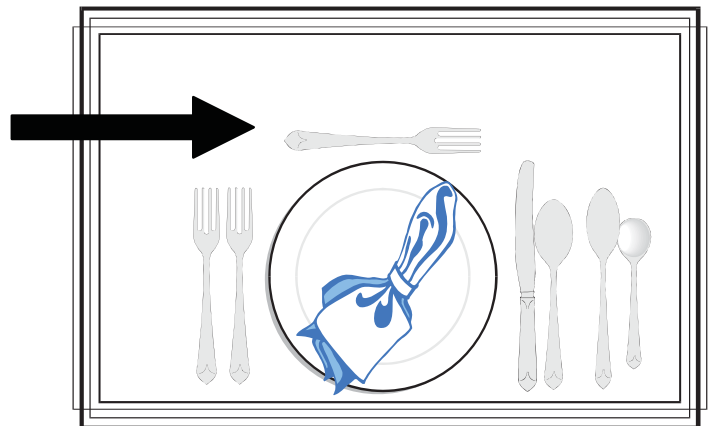


If a soup spoon is used, it is placed to the right of the tea spoon.

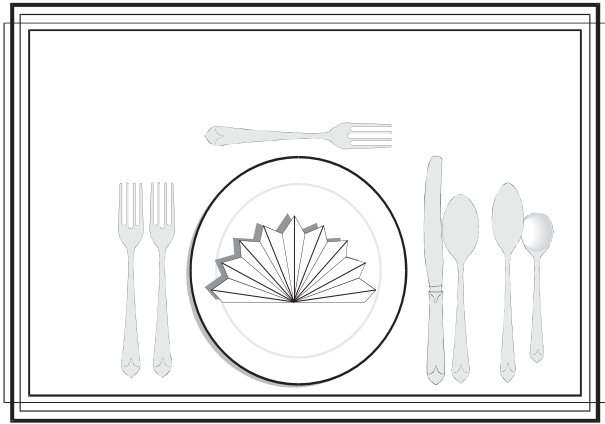
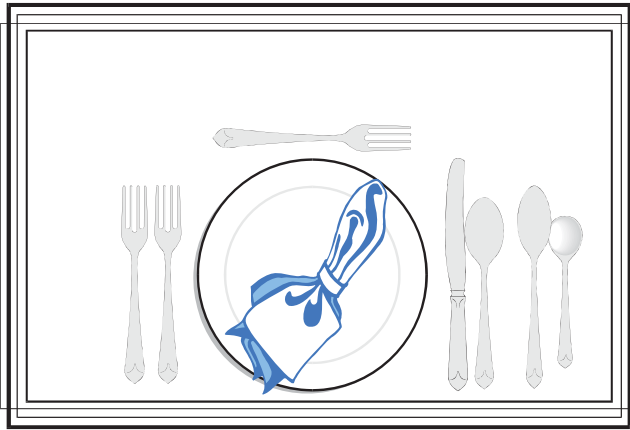
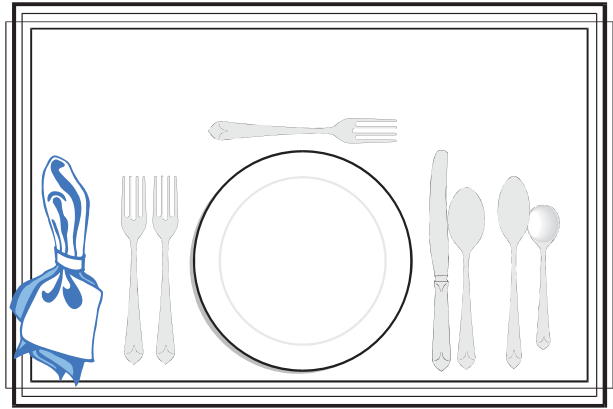
If a salad fork is used, it is placed to the left of the dinner fork.



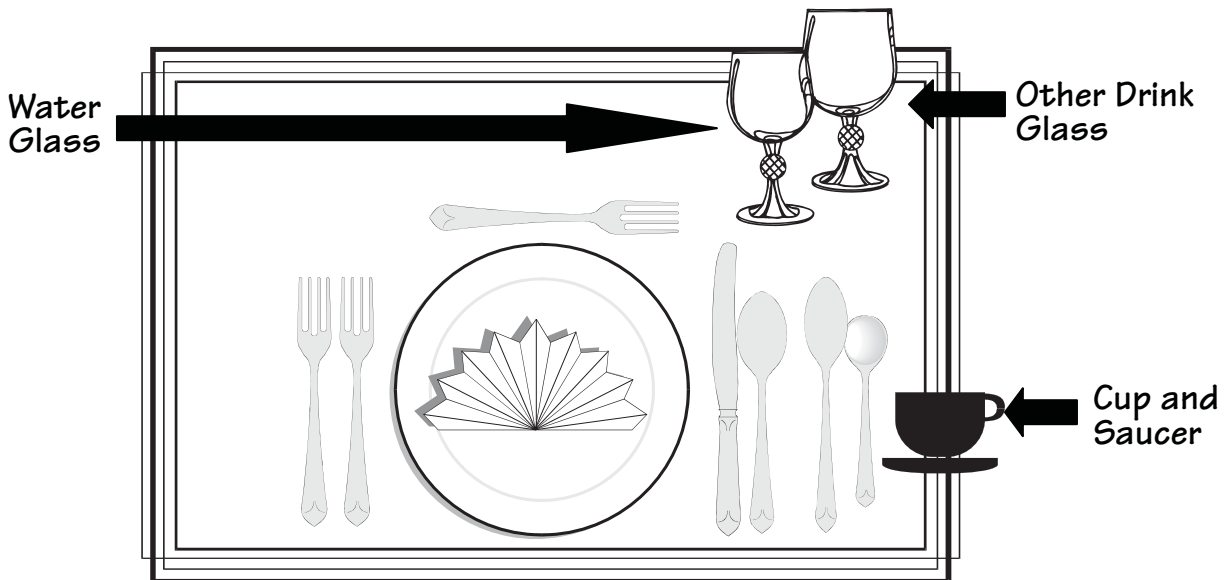
Flatware for dessert may or may not be placed on the table when the table is set. Commonly, dessert utensils are placed above the dinnerp late.

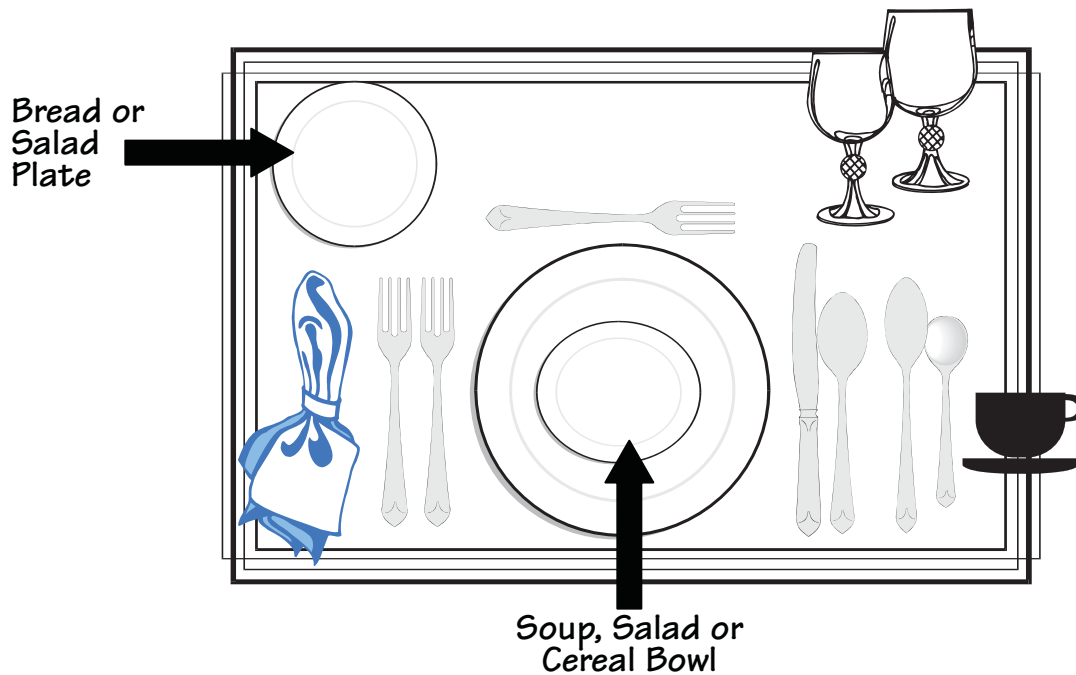


Usually, the napkin is laid at the left of the fork. However, when covers are close together, it can be placed in the center of the plate. Place the napkin so that the corner is at the lower right or lower left, whichever gives the better appearance. Traditional position is to have the open corner at the lower right. Napkins can also be rolled and placed in a napkin ring. Position it as you would a folded napkin.



The glass for water is placed at the tip of the knife; the glass for other drinks goes to the right of the water glass and a little near the edge of the table. Drinks always go to the right. Just remember: Drink starts with “DR” which stands for “drink right.” The cup and saucer are placed to the right of the spoons. The handle of the cup points a little to the right of the edge of the table so that the guest can take hold of it without turning the cup.

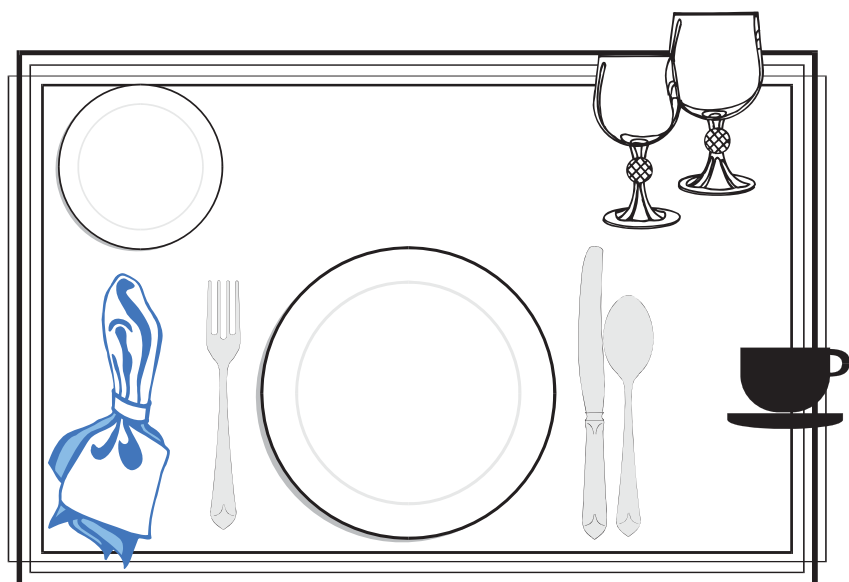




Place a soup or cereal bowl on a plate. When a bread and butter plate is used, place it a little to the left of the tip of the fork. A single salad plate may be placed there or to the left of the fork. The additional plate should be directly opposite the drink glasses. So again, remember: Plate starts with “PL” which stands for “plate left.” Bowls and plates used for early courses in the meal may be placed in the center of the dinner plate.

**A cover ready for use.**

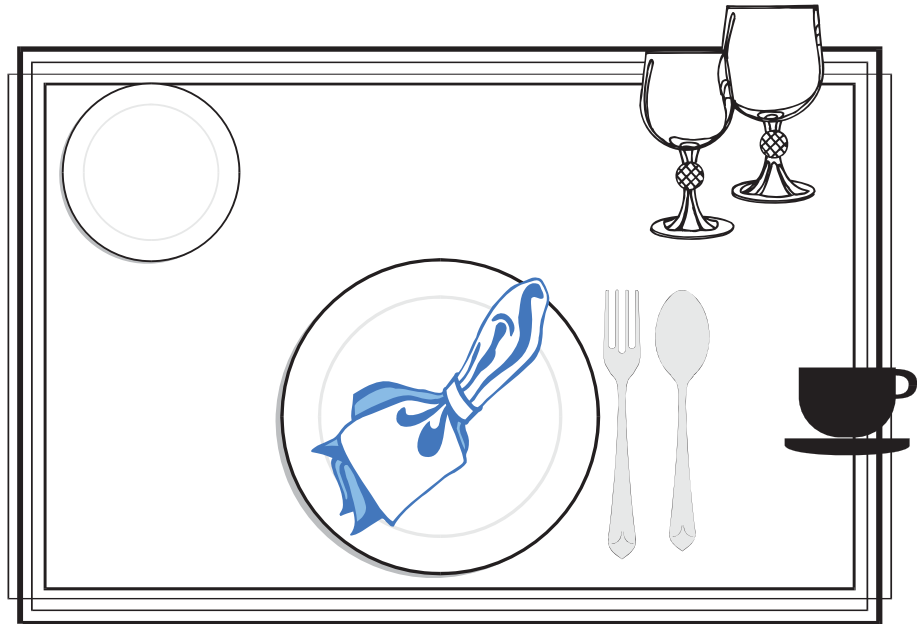
- Napkin
- Fork
- Plate
- Knife
- Spoon
- Glass of water
- Glass of milk
- Cup and saucer or mug
- Bread and butter plate



Only the flatware that will be needed for the meal should be placed on the table. If the menu does not call for knives, forks may be placed at the right of the plate. Note the following illustrations.

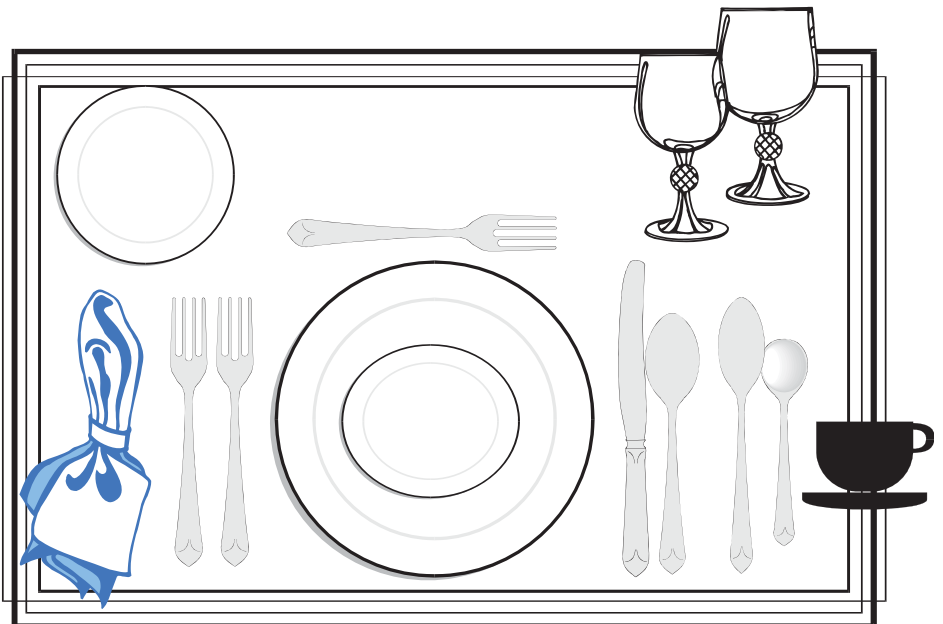
**If the menu does not call for knives, forks may be placed at the right of the plate.**

- Napkin
- Fork
- Plate
- Spoon
- Glass of water
- Glass of milk
- Cup and saucer or mug
- Bread and butter plate



**More courses call for more dishes in the cover. Consider all the foods to be served and what is needed based on the menu.**

- Napkin
- Rolls (Bread Plate)
- Water (Water Glass)
- Iced Tea (Tea Glass and Tea Spoon)
- Soup (Soup Bowl and Soup Spoon)
- Salad (Salad Plate and Salad Fork)
- Main Course (Dinner Plate, Fork, Knife, Spoon)
- Dessert (Dessert Fork or Spoon)
- Coffee (Cup and Saucer)



Acknowledgment to Carol Turner, Food and Nutrition Specialist, New Mexico Extension Service, for the original manuscript.

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