



How to Set **A TABLE**

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1. Gather Supplies:

- Silverware
- Plates
- Glasses
- Napkins
- Placemats

2. Put clean placemat in front of each chair.

3. Place a clean napkin on the left side of the placemat.

4. Set the plate in the center of the placemat. It should cover just the right side of the napkin.

5. Place the dinner fork and salad fork on the napkin.

- The dinner fork should be very close to the plate without touching it. The tines of the forks should be pointing away from the diner.
- The salad fork is to the left of the dinner fork.

6. Place the knife to the right of the plate.

- The knife should be pointing away from the diner with the cutting edge facing the plate.

7. Place the teaspoon (smaller spoon) to the right of the knife. A soup spoon (larger spoon) can be placed to the right of the teaspoon.

8. Place the water glasses on the top right corner of the placemat. The tip of the knife should be pointing to the water glass.

For Formal Table Setting

1. Place the salad plate on the dinner plate.

2. Place the dessert spoon horizontally above the plate, pointing left.

3. Place the dessert fork parallel to and below the dessert spoon, pointing right.

4. Position the bread plate on the left side, above the forks. Place the butter knife on the bread plate.

5. Place cup and saucer on the right side, next to the soup spoon.

6. If using place cards, place directly above the dessert spoon. Make sure the name is visible to the other diners.