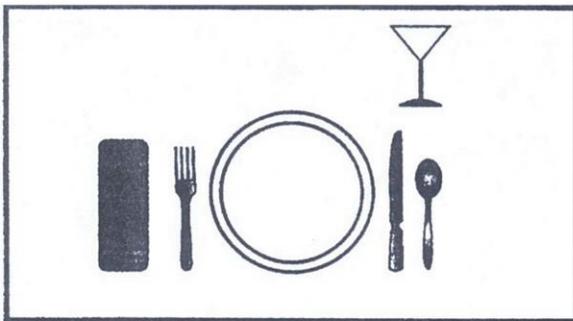


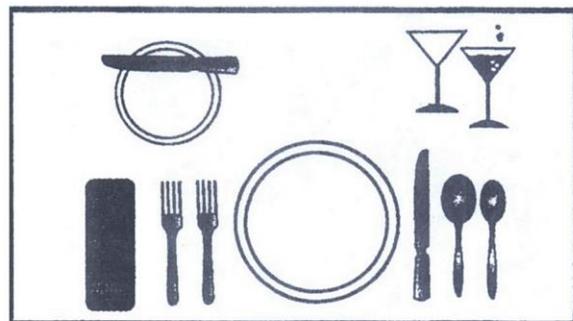
Table Setting Policy

A place setting, or cover, includes all the flatware, the glasses, the dishes, and the napkins used by each person at a table. Allow 30 inches of space for each cover so that people are not crowded, and the table does not look cluttered. All pieces in the place setting should be lined up straight. The plate, the flatware, and the bottom of the napkins should be set one inch up from the edge of the table.

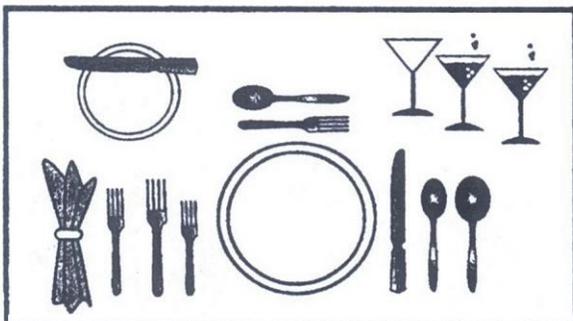
- 1) The plate is placed in the center of the cover area.
- 2) The flatware is placed in the order it will be used, with the pieces to be used first on the outside.
 - a) The forks go on the left side of the plate.
 - b) The knife is placed on the right with the cutting edge toward the plate.
 - c) The spoon is placed on the right of the knife.
 - d) Flatware to be used first is the farthest from the plate.
 - e) Never have more than three pieces of flatware at either side of the plate.
 - f) A dessert fork or spoon can be brought in with the dessert or placed at the top of the plate parallel to the edge of the table.
 - g) Individual butter spreaders rest at the top of the bread plate parallel to the table's edge.
- 3) The napkin can be placed next to the fork, or it can be folded in an interesting way and placed on the plate or in the glass. When placed next to the fork, the exposed corners face the bottom left to make it easy to pick up the napkin by one corner, let it drop and unfold completely before placing on the lap.
- 4) The water glass is placed just above the tip of the knife.
- 5) An extra glass for milk or an iced drink is placed to the right of the water glass and slightly below it. An iced-tea spoon is placed to the right of the teaspoon.
- 6) When a bread-and-butter or salad plate is used, place it on the left, just above the forks.
- 7) If a cup and saucer is placed with setting, it should be at the right of the plate, and below the glass.
- 8) A soup bowl should be placed in the center of the serving plate. The soup spoon goes on the right on the outside, since it will be used first.
- 9) For large crowds, salt and pepper containers are place for every four to six people.



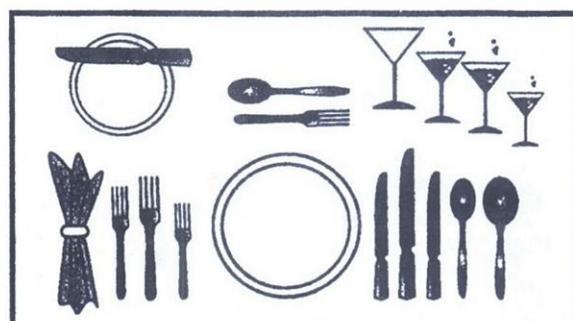
Casual



Informal



Formal



Very Formal