

Basic Table Setting (Key)

Describe the following items for a basic table setting.



Cover

Table Linens

1. Tablecloths – coverings for the entire table
2. Runners – long, narrow cloths that run down the center of the table
3. Place mats – cover the area of a single place setting
4. Napkins - a square piece of cloth or paper used at a meal to wipe the fingers or lips and to protect garments. Can be placed to the left of the forks or folded on the dinner plate or tucked into a glass

Place Setting

1. Dinner Plates – center on cover, about 1 inch from the edge of the table
2. Flatware – arrange in the order in which it will be used, starting from the outside and working toward the plate. Knives are to the right of the plate with the blade facing the plate. Spoons are to the right of the knife. Forks are to the left of the plate, tines up
3. Glassware – water glass should be placed at the tip of the dinner knife. Beverage glass to the right of the water glass. Cup and saucer is placed to the right of the spoon
4. Bread and salad plates – should be placed above the forks. If both being used, place the salad plate to the left of the forks