

TABLE SETTING Tips

The following tips for setting a table correspond to the numbers seen in the table setting illustration below.

1. The flatware, plate, and napkin should be one inch from the edge of the table
2. The plate is always in the center of the place setting.
3. The dinner fork is placed at the left of the plate.
4. If a salad fork is used, it is placed to the left of the dinner fork.
5. The napkin is placed to the left of the fork, with the fold on the left (unless a decorative/creative fold is used). The napkin may also go under a fork or on top of the plate.
6. The knife is placed to the right of the plate with the sharp blade facing in towards the plate.
7. The teaspoon is placed to the right of the knife.
8. If a soup spoon is needed, it is placed to the right of the teaspoon.
9. The soup bowl may be placed on the dinner plate.
10. The drinking glass is placed at the tip of the knife.
11. If salad, bread and/or dessert plate(s) – or bowl(s) – is used, place at top of the fork(s).
12. The cup or mug is placed to the top right of the spoons.

Note: Only the utensils needed are placed on the table.

Table Setting Illustration:

