

Basic Table Setting



Basic Table Setting Instructions

1. Lay the placemat on the table.
2. Put the dinner plate in the middle of the placemat.
3. Lay the napkin to the left of the plate.
4. Place the fork on the napkin.
5. To the right of the plate, place the knife closest to the plate, blade pointing in. Place the spoon to the right of the knife. (Note: The bottoms of the utensils and the plate should all be level.)
6. Place the water glass slightly above the plate, in between the plate and the utensils, about where 1 p.m. would be on a clock face.

Casual Table Setting



Casual Table Setting Instructions

1. Lay the placemat on the table.
2. Put the dinner plate in the middle of the placemat.
3. Place the salad plate on top of the dinner plate.
4. If you're starting with a soup course, place the soup bowl on top of the salad plate.
5. Lay a napkin to the left of the charger.
6. To the left of the plate, place the fork on the napkin.
7. On the right of the plate, place the knife closest to the plate and then the spoon.
8. Directly above the knife, place the water glass.
9. To the right and slightly above the water glass, place the wine glass or a glass for another beverage.

Formal Dinner Table Setting



1. Lay an ironed tablecloth on the table.
2. Set a charger at each seat.
3. In the center of the charger, place a soup bowl.
4. Place the bread plate to the top left of the charger (between 10 and 11 p.m. on a clock face).
5. Lay a napkin to the left of the charger.
6. On the left of the charger, place the salad fork on the outside, and the dinner fork on the inside. You can put the forks on the napkin, or for

roomier settings, directly on the tablecloth between the napkin and the charger.

7. On the right of the charger, place the knife closest to the charger (blade facing in towards the charger) and then the soup spoon. Note: All vertical flatware (salad fork, dinner fork, knife, and soup spoon) should be spaced evenly, about half an inch away from each other, and the bottoms of each utensil should be aligned with the bottom of the charger.
8. Place a butter knife horizontally, blade facing inwards on top of the bread plate with the handle pointing to the right. (Note: In all place settings the blade will face inwards towards the plate.)
9. Directly above the charger, place a dessert spoon (a teaspoon) with the handle pointing to the right.
10. Directly above the knife, place a water glass. To the right of the water glass and about three-fourths of an inch downward, place the white wine glass. The red wine glass goes to the right of—and slightly above—the white wine glass. (Note: Since people traditionally drink more water than wine during dinner, the water is kept closer to the diner.)
11. If using individual salt and pepper shakers for each guest, place them above the dessert spoon. Otherwise, place them near the center of the table, or, if using a long, rectangular table, place them in the middle of each end.
12. If using a place card, set it above the dessert spoon.

