

# COOPERATIVE HOME ECONOMICS EXTENSION CIRCULAR

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## SETTING OF TABLE.

- I. In setting the table, first cover with a cloth known as the silence-cloth.

Have the silence-cloth thick enough to protect the table. See that it is smooth. The corners may be folded and pinned on the under side of table.

- II. Have table-cloth of correct size to hang well over at ends and sides of table (from 10 to 15 inches).

Lay the cloth with the creases exactly in the middle of the table. (In laundering table-cloth avoid use of starch. Iron so that the folds run lengthwise, all on the upper, or right side, of the cloth).

### III. Arrangement:

1. Places should be opposite and at equal distances from each other.
2. Place cards should be small and inconspicuous—placed on the napkins or above the plates in line with the tumblers.
3. Flowers add much to the attractiveness of the meal but high bouquets should be avoided.
4. Napkins should be placed at the left of the fork. Folds should be on the upper and left sides.
5. Plates should be arranged at even distances around the table right side up, one inch from the edge of the table. Plates may be arranged in one pile in front of the person serving.
6. Knives should be placed at the right, sharp edge toward the left, or plate.

7. Fork or forks should be placed at the left, tines up.
  8. Spoon or spoons should be placed beside the knife, bowl up.
  9. Tumblers should be placed at the right, opposite the farthest edge of plate, or at the point of the knife.
  10. Bread and butter plates should be placed in line with the tumbler or in front of the fork.
- Be sure that all the required serving spoons, knives and forks are on the table or are put on when the dishes are served.

Be sure that all the "constants" are on—bread, butter, milk and water, salt and pepper, sugar, etc., as needed. Place so that they can be conveniently reached.

#### GENERAL RULES TO BE FOLLOWED IN THE SERVICE OF MEALS.

- I. Place all dishes before the guest from the right.
- II. Pass all dishes from which food is to be taken at the left.
- III. Remove the dishes from the right when convenient. To avoid reaching in front of guests, bread and butter plates should be removed from the left.

IV. Remove first all dishes containing food, meat platter, vegetable dishes, etc.

Be careful to remove all silver pertaining to a course: e. g. if the knife has not been used during the meat course, do not leave it because it is clean.

V. Fill water glasses as they stand in place if possible. If not, pick up with left hand from the right, fill and replace.

VI. Remove all soiled dishes, taking the entire service from each person at one time. Do not stack or pile dishes, one on another.

VII. In passing a dish, hold it steady in front of the guest, low enough to be reached with ease.

VIII. Simplicity of service and suitability of dishes and silver are two essentials of good taste and form.

The waitress or maid should move easily, gracefully and quickly, yet should give no appearance of haste.

IX. Be sure that hot foods are served hot and cold foods, cold.