

# UINTAH 4-H TABLE SETTING CONTEST



## Table Setting Guide

### What goes into a table setting?

Your job is to decorate and set the table as you would if you were hosting an event of some kind, whether for a birthday, anniversary, just for fun, or any event of which you can think. The sky is truly the limit with how creative you can be for this challenge!

### What is Expected for Uintah County 4-H Table Setting Contest?

You will plan an attractive table setting for a menu. It should be for two people and should include everything that would be on the table for the menu. Serving pieces and condiment pieces are not necessary (e.g. salt and pepper shakers, jelly dish, syrup pitcher).

Exhibits will remain on display throughout the Fair. Contestants are discouraged from using expensive items or family heirlooms for their table settings. Although every reasonable precaution is taken, breakage might occur.

### Do I need to be enrolled in a specific project to participate?

No! This contest is open to *any 4-H member*, age 8-18. You do not have to be in any certain project to participate. Each participant is only allowed one table setting entry.

### Each age division will set the table for a different meal:

Cloverbuds K-2nd: Picnic

Junior Division: Breakfast

Intermediate Division: Lunch

Senior Division: Dinner

### What do I need to bring?

Bring everything you would need to set a table for two people:

- One Card Table
- Menu (5" x 8") should include: menu, contestant's name, grade, club name, division: Cloverbud, Junior, Intermediate, Senior (see menu guide)
- Tablecloth
- Dishes
- Cutlery
- Glasses
- Napkin: To be folded in front of the judge. **One napkin needs to be folded in front of the judge.** Basic rectangle fold or fancy fold optional
- Centerpiece/Table Decorations: To be assembled during the contest.
- Placemat (optional)
- Clean cloth (to keep dishes, cutlery, and glassware free of fingerprints or dust from traveling)

### Keep in Mind

- You **do not** need prepare any food for this contest.
- **Only Cloverbud & Jr. Division** may use paper or plastic dishes if appropriate to their table setting.

## **How is Table Setting judged?**

Practice setting your table at home. At the contest, contestants will be responsible for setting tables on their own by the time the contest begins; parents will not be allowed in the table area during set-up or judging. When the contest starts, you should be standing next to your table setting and prepared to introduce yourself to the judge, present your table, explain your ideas, and answer questions from the judges such as:

- Why did you choose to host this event?
- Where did you get the idea for this theme?
- Why did you choose these colors? Think about the color wheel!
- Tell me why you chose the foods in your menu. Be sure to include nutrition information!
- Where did your tablecloth come from? How did you choose it?
- Where did you get your centerpiece?
- Did you make it? How?
- Why do you have these dishes?
- What type of fork, spoon, or knife is this? What is it used for?
- How did you fold your napkin?
- What is the name of the folding technique?

Please study the Uintah Table Setting Scorecard for specific items you will be judged on. Remember, the more thoroughly and articulately you explain yourself to the judge, the better score you will get!

## **Your Appearance**

As in any contest, you should be dressed appropriately. Since this contest is creative, you can wear something that goes along with your theme or something you would wear to the event you're hosting. Another option is wearing professional dress like you would for an interview. Any of these clothing choices will work. You should be clean and neatly groomed, and of course, armed with a smile!



Uintah County 4-H TABLE SETTING CONTEST

Judging Sheet

Name: \_\_\_\_\_

Ribbon Awarded (Circle One)
Blue
Red
White

Division: \_\_\_\_\_

Purple 90-100 | Blue 90-80 | Red 80-70 | White 70 and Below

ITEMS TO BE SCORED	Points Possible	Score	COMMENTS
<b>Appearance</b> <ul style="list-style-type: none"> <li>• Attractiveness</li> <li>• Harmony in color/line/design</li> <li>• Continuity of theme</li> </ul>	15		
<b>Accurate Placement of Dishes, Glassware Silverware</b> <ul style="list-style-type: none"> <li>• Dishes, silverware, glasses</li> <li>• Napkin properly placed</li> </ul>	20		
<b>Selection of Dishes, Glassware Silverware</b> <ul style="list-style-type: none"> <li>• Correct for occasion and menu</li> <li>• Size of dishes is appropriate</li> </ul>	20		
<b>Choice of Table Covering/Napkin and accurate placement as viewed from front of the table</b> (Table covering can be folded to achieve correct size) <ul style="list-style-type: none"> <li>• Sides of table cloth or runner should be even</li> <li>• Napkin folded and placed correctly Appropriate material for napkin and table cover Placemat correctly placed</li> </ul>	10		
<b>Centerpiece</b> <ul style="list-style-type: none"> <li>• Appropriate to theme</li> <li>• Appropriate placement</li> <li>• Assembled for judges</li> </ul>	10		
<b>Menu Card</b> <ul style="list-style-type: none"> <li>• Neat, centered, 5"x8"</li> <li>• Organized in the order of the menu</li> <li>• Participants name, grade and club included on card</li> </ul>	5		
<b>Criteria Points Possible Score Menu- Variety, Nutritional Value</b> At least 3 food groups must be represented to be eligible for all points. Color, texture & temperature of food go well together	20		
<b>Public Speaking</b> <ul style="list-style-type: none"> <li>• Preparation and Confidence</li> <li>• Delivery</li> <li>• Age Appropriate</li> </ul>	10		

Total Points: \_\_\_\_\_

## Parts of the Table Setting

### **How do I choose a theme for my table setting?**

Sometimes, this can be the hardest part. Choose something you are familiar with and that you like. For example, if baseball is your thing, make a table setting with a baseball theme, with baseball matching plates and napkins and silverware, and a ball and glove for your centerpiece. If your event is more formal, then use a fancy tablecloth, nice glass plates and silverware, a small, elegant centerpiece with tall taper candles. Either way, make sure that all parts of your table setting match your theme! Here are some theme ideas: Chickens, Sweet 16, Hearts, Easter, Christmas, Hanukkah, Kwanzaa, Halloween, Fall, Spring, Snowflakes, Snowmen, Clowns, Cowboy/Western, Country, Cows, Golf, Polka Dots, Stars, Beach, Teatime.

### **Tablecloth**

Tablecloth can either homemade or bought is fine to use. Make sure that your tablecloth can cover the standard size of a card table—30-36 inches long and 30-36 inches wide. Be prepared for the largest possible card table. When setting your table, make sure only 12 inches of material hangs down from the edge of the table. Use a ruler to measure in the front. Make sure your tablecloth is properly laundered, clean, and ironed (if cloth) before the contest. On the table, the tablecloth should hang straight, flat, and smooth, with no bumps across the table. The tablecloth provides the backdrop for your entire table setting.

### **Napkins**

Napkins add a special, creative flair to your table, or they can be more subtle. Cutlery can be tucked into napkins if you wish. Napkin rings are also optional. Napkins can be placed on the table in several positions.

- Making napkin rings or folding the napkins in a creative way (e.g. fan-shaped) is acceptable. (Napkins are to be folded in front of the judge during a contest.) One napkin will be folded in the standard rectangular fold for judging. After judging, the remaining napkin may be folded to match the table setting.
- The napkin is laid at the left of covers beside the fork or forks. Specially-folded napkins may be placed on the center of the plate, etc.
- Plate, flatware, & napkin should lie in a straight line 1 inch from edge of table or 1/2 inch from edge of placemat. If folded rectangularly, the napkin is folded and placed with fold away from plate, so napkin will unfold easily onto lap by grabbing corner. Open edges toward edge of table.

A napkin folded in a unique way is a simple way to jazz up any place setting. The art of napkin folding takes time, patience, and practice to learn, but is a skill that is fun to use. Visit <http://www.napkinfoldingguide.com/> to find detailed instructions on how to fold napkins into various forms. Here are some examples of some fun napkin folds:



The Pyramid



The Bird of Paradise



The Crown

### **Tips on napkin folding**

- Make sure the napkin is clean and free of stains.
- Before folding, practice a few times with another cloth napkin.
- Starch and iron your napkin before folding so it has no fold lines and is smooth.
- As each fold is made, if possible, iron it into place.
- Gently place the napkin where you wish it to set in your place setting.

## Cutlery

The number and placement of silverware depends on the type of foods being served during each course. A more formal event will have more forks and spoons than an informal event. Make sure all silverware patterns match for a cohesive look in your table setting. *All cutlery should be placed exactly one inch from the edge of the table.* Cutlery should be close, but not touching. *All cutlery should be spotless and free of fingerprints.* Only set the silverware that is needed for the menu you have planned. If you do not have anything to cut, do not set a knife.

Here's an explanation of silverware that can be used:

- **Dinner Fork**—Large, heavy fork used during the main course of the meal. Should be placed closest to the dinner plate.
- **Salad Fork**—Smaller, daintier fork used only during the salad course. If salad is not served, do not include a salad fork. Should be placed directly to the left of the dinner fork.
- **Dessert Fork**—Small fork that looks like a salad fork. Should be placed directly in between the dinner and dessert plates. Depending on the type of dessert served, a dessert spoon can be used instead of a dessert fork. Dessert spoons are placed in the same location as a dessert fork.
- **Dinner Knife**—Large, heavy knife used during the main course of the meal. Should be placed directly to the right of the dinner plate, with the edge used for cutting facing the dinner plate.
- **Steak Knife**—If your menu offers steak to your guests, a steak knife should be provided as well. It should be placed next to the dinner knife, with the serrated edge (the edge used for cutting) facing the dinner knife and dinner plate.
- **Butter Knife**—This should be used only for formal occasions and is preferred to be used rather than a dinner knife. If using a butter knife in your place setting, it should lay across the bread plate.
- **Teaspoon**—Although not always used during meals, should always be included in your table setting. Can be used as a coffee spoon.
- **Soup Spoon**—If your menu offers soup, a soup spoon should be included. Soup spoons are a bit larger than a teaspoon, and sometimes are more round on the end.

## Glassware

Any type of glass that holds a beverage. Depending on your occasion, you may have plastic cups, a regular water glass only, or crystal stemware. Make sure that your glassware corresponds with your menu. All glassware should be spotless and free of fingerprints. Cups with handles should have the handles turned parallel to the edge of the table. If no glass is used, the cup goes to the right of the tip of the knife and slightly above the spoon.

Here's an explanation of each glass you can bring:

- **Water Glass**—Most menus include water as a beverage choice for guests. It should be placed to the upper right side of the dinner plate, directly above the knife. If your menu offers tea, milk, or another beverage that would be served in a glass the same size, make sure you have two glasses. A second glass sets to the lower right of the first glass, right above the spoon.
- **Stemware**—Goblets, wine glasses, and other similar glasses should be placed where the second beverage glass would go. If you have more than two beverages, they should be arranged to form a triangle above the silverware.
- **Coffee Mug**—If coffee is being served, the coffee mug should sit on a saucer to the right of the spoon, not turned upside down on its saucer. A spoon to stir the coffee should be placed either next to the dessert fork, if coffee is being served with dessert, or to the right of the regular spoon, if coffee is being served with the meal.

## DISHES

Dishes—How formal your occasion is should determine what type of dishes you use. If your occasion is more informal and casual, nice plastic plates are fine. But you wouldn't serve prime rib steak at your grandparents' anniversary party on paper plates. Make sure you bring dishes that correspond with your menu. If you have a dinner roll with butter on your menu, make sure to use a bread plate. If you serve

soup on the menu, make sure you have a soup bowl. Each course should have its own dish. Regardless of quality or design, dishes should be spotless and free of fingerprints. Here's an explanation of each dish you can bring:

- **Dinner Plate**—This should be the largest plate on the table, placed right in the center. It should be placed exactly one inch (use your ruler!) from the edge of the table.
- **Appetizer Plate**—If you wish to serve appetizers, have a small, saucer-sized plate for the course. It should be centered on top of the dinner plate.
- **Salad Plate**—Can also be placed in the middle of the dinner plate, or directly above the dinner plate, if no dessert is being served. Do not serve both appetizers and a salad.
- **Soup Bowl**—If your menu includes soup, provide a soup bowl. It should be placed in the center of the dinner plate. If you have a salad plate, and soup bowl, the soup should be served first, with the soup bowl resting on the salad plate. Make sure your menu reflects this order of the dinner courses.
- **Salad Plate**—Can also be placed in the middle of the dinner plate, or directly above the dinner plate, if no dessert is being served. Do not serve both appetizers and a salad. • **Soup Bowl**—If your menu includes soup, provide a soup bowl. It should be placed in the center of the dinner plate, as shown above. If you have a salad plate, and soup bowl, the soup should be served first, with the soup bowl resting on the salad plate. Make sure your menu reflects this order of the dinner courses
- **Bread Plate**—If you choose to serve a dinner roll, make sure to provide a bread plate. It should be placed to the upper left side of the dinner plate, as shown below.
- **Fruit Bowl**—If your menu offers fruit to your guests, the fruit bowl should sit in the same place as the bread plate, or it can set in the middle of the dinner plate. If your menu has both fruit and bread, the fruit bowl can sit to the far left of your place setting, next to the forks, or in the center of the dinner plate. Make sure the bowl sits no farther than inch from the edge of the table. •
- **Dessert Plate**—If you are planning to serve dessert, make sure your table setting has a dessert plate. It should be placed directly above the dinner plate, with room left in between the two plates for a dessert fork and coffee spoon, if you plan to serve coffee with dessert

### Table Decorations

**Centerpieces**--Can add a touch of class to any table setting. The more creative the centerpiece, the better. It should tie in with your theme. However, the centerpiece should not detract from the real purpose of why your guests are there—to socialize. With that in mind, all centerpieces should be no taller than 12 inches, to encourage visiting among guests. Centerpieces don't always have to be in the center of the table, either. They can be placed on either side of the table, slanted at an attractive angle. Short candles are always acceptable at semi-formal and formal occasions, and taper candles should be no taller than eye level when lit. **Note:** If candles are part of your table setting, do not light them! Points will be deducted if your candles are lit. Other decorations, such as beads or confetti, can be used as well, but don't go overboard. A little goes a long way when it comes to decorating a table. Don't add the little decorations until all the dishes, cutlery, glassware, and napkin have been set on the table. And make sure no confetti get on any surface that a guest would eat off of. Choose and arrange table decorations with great care. Restraint and harmony are primary considerations. Table decorations should complement the table setting and food. An over-decorated table is undesirable

Flowers, fruits, and candles are the most common table decorations, although other items in character with the mood can add interest. Natural flowers and fruits lend more grace to a table than imitation ones. However, good quality silk flowers are acceptable. Harmonize colors with the color scheme of the table settings and other items. Floral containers, candleholders, bowls, and plates can be wood, metal, glass, China, raffia, jute, straw, etc. The container should match the flowers, candles, fruits or vegetables, and the China, glassware, and silver. The table decorations should not dominate

## Centerpieces Tips

1. Keep decorations low, in good taste, and in scale with table.
2. Decorations don't always need to be placed in center of table. (Floral designs and centerpieces are to be assembled in front of the judge during a contest.)
3. Except for a tea table, candles should be lit only after dusk and should burn above eye level for the comfort of diners. (Therefore, for dinners only.)
4. Be creative!!

## MENU CARDS:

The key to putting together a pleasing menu is variety—of colors, textures, and food groups. Keep in mind the Food Guide Pyramid when planning your menu. Note: Including an alcoholic beverage as part of your menu will result in immediate disqualification. The finished printed menu for the meal must be 5" x 8". Menu should be neat, centered, and properly organized in the order of the menu. Menu Card must also include the exhibitor's name, age, 4-H level, and club name. The menu should be placed in a corner of the table on either side of the centerpiece.

Menus should be written in a certain order:

- Appetizer or Soup
- Main Dish
- Starchy Vegetable
- Other Vegetables
- Salad
- Bread
- Dessert
- Beverage

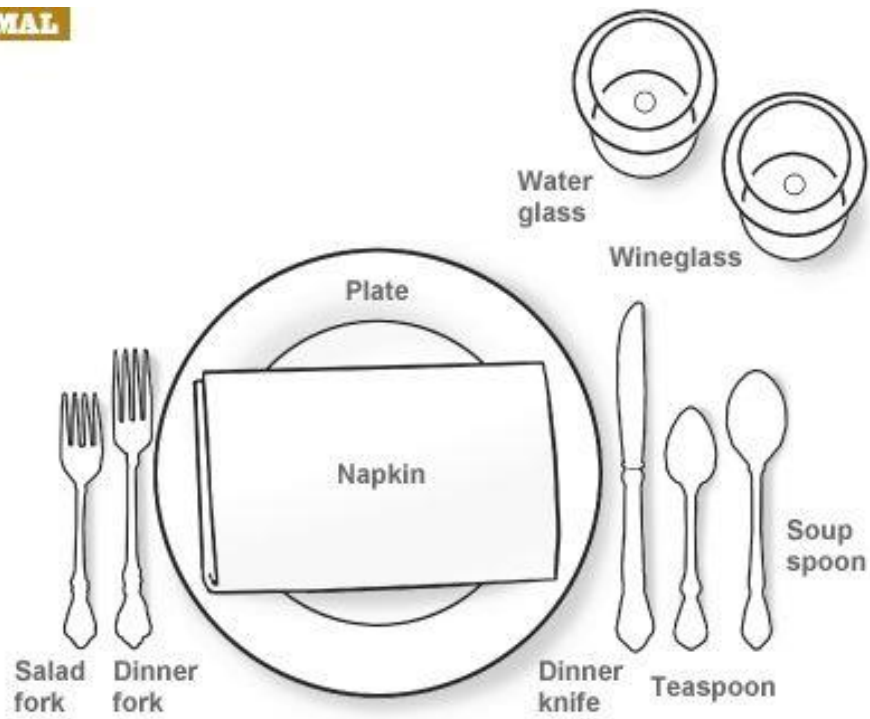
Examples:

Breakfast	
Orange Juice	
Cereal with Milk	English Muffin
Fresh Berries	Hot Chocolate
Contestant's Name	
Club Name	
Grade	Division - Junior

Lunch	
Cheeseburger on Bun	
Salad Greens	Potato Chips
Melon	
Iced Tea	
Contestant's Name	
Club Name	
Grade	Division - Intermediate

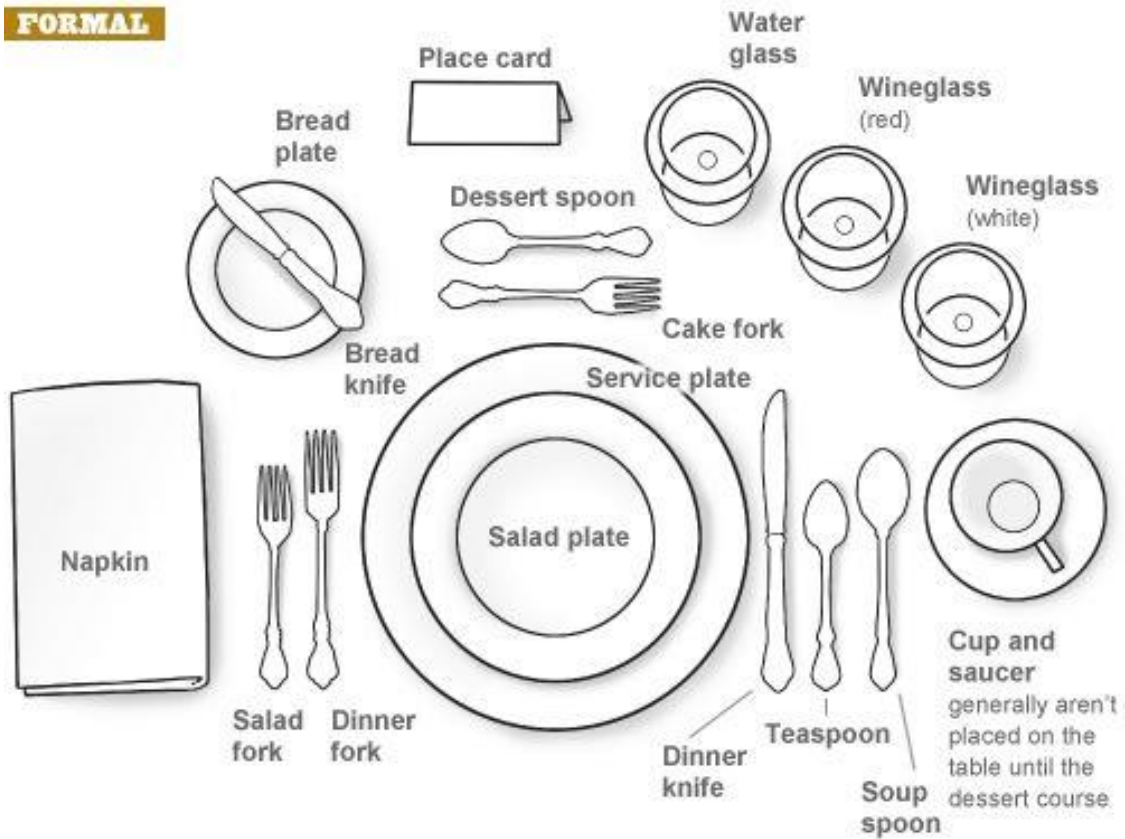
Dinner	
Green Salad with Dressing	
Grilled Chicken and Wild Rice	
Steamed Vegetables	
Rolls with Butter	
Cheesecake with Berries	
Sparkling cider (or Water)	
Contestant's Name	
Club Name	
Grade	Division - Senior

**INFORMAL**



Utensils are placed one inch from the edge of the table

**FORMAL**





## Things to Remember

### Tablecloth

Pressed

Spread evenly over table

### Placemat (if used)

Placed on the edge of the table

### Silverware

Knife—right side of plate, blade facing plate

Spoon—right side of the knife

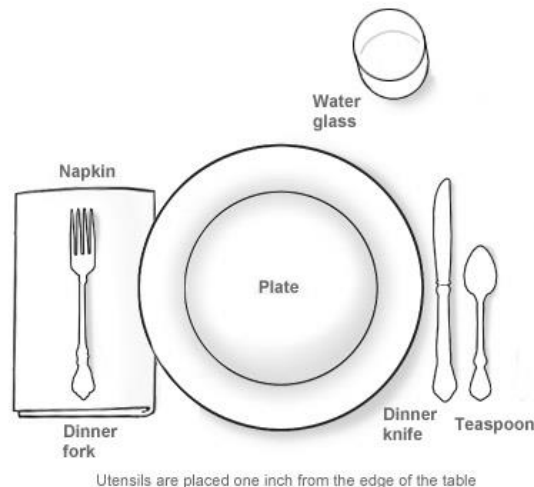
Fork—Left side of plate

A great way to remember the placement of the silverware is to count the letters in the words. Knife, spoon, glass, and right all have 5 letters, so the knife, spoon and glass go on the right. Fork and left both have four letters, so the fork goes on the left.

Be sure dishes and silverware don't have fingerprints. Use a cloth to place the dishes or plan to wipe them down after placement.

Napkin must be folded in front of the judges. All contestants will fold a basic rectangle fold and if they choose to do a fancy fold for their napkin, they must also demonstrate that to the judges.

Centerpiece must be assembled in front of the judges.



2004—Revised by Penny Having and Myrt Thames, Douglas County 4-H Leaders and Robin VanWinkle, Douglas County OSU Extension Agent, 4-H and Youth Development

2006—Adapted by Janel Kay and Barbara Haslem, Uintah County 4-H Leaders, and Ronda H. Olsen, Uintah County USU Extension Agent, 4-H and Youth Development.

2010 Price, C. Dinner is Served: An Etiquette Guide. Pages 5,6,7,8, 14. Washington State University Extension. Proper Table Settings. Accessed on January 28, 2010, at: <http://didyouknow.org/info/tablesettings.htm>.

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