

A photograph of a restaurant table setting. The table is covered with a white, patterned tablecloth. In the foreground, there are two place settings. Each setting includes a white plate, a smaller white plate, a white napkin folded into a decorative shape, and a glass. A silver candle holder with a lit candle is in the center. A green plant is visible in the background.

TriMark
Foodservice Equipment, Supplies and Design

R.W. SMITH

**TABLE
SETTING**
Guide

Table Setting Guide

Whether casual or formal, traditional or modern, presentation is everything. When properly set, tableware arrangements can set the tone and enhance the dining experience. Make a lasting impression using our flatware, dinnerware and drinkware setting tips.



Breakfast

- Flatware:** Dinner Fork, Dinner Knife, Teaspoon
Dinnerware: Two Bread & Butter Plates, Cup, Saucer
Drinkware: Water Glass, Juice Glass



Lunch

- Flatware:** Salad Fork, Dinner Fork, Dessert or Dinner Knife, Teaspoon
Dinnerware: Bread & Butter Plate, Luncheon Plate
Drinkware: Water Glass, Wine Glass



Dinner

- Flatware:** Salad Fork, Dinner Fork, Dinner Knife, Teaspoon, Butter Knife
Dinnerware: Bread & Butter Plate, Salad Plate, Dinner Plate
Drinkware: Water Goblet, Wine Glass



Formal Dinner

- Flatware:** Salad Fork, Dinner Fork, Dinner Knife, Oval Bowl, Soup/Dessert Spoon or Dinner Spoon, Teaspoon, Butter Knife
Dinnerware: Bread & Butter Plate, Two Salad Plates, Service Plate, Cup & Saucer
Drinkware: Water Goblet, Champagne Flute, Wine Glass



European

- Flatware:** European Size Dinner Fork, U.S. Size Dinner Fork, European Size Dinner Knife, Dessert Knife, Oval Bowl, Soup/Dessert Spoon or Dinner Spoon, European Size Teaspoon, Butter Knife, Fish Knife, Fish Fork
- Dinnerware:** Bread & Butter Plate, Salad Plate, Service Plate
- Drinkware:** Water Goblet, Champagne Flute, Two Wine Glasses



Banquet

- Flatware:** Salad Fork, Dinner Fork, Dinner Knife, Teaspoon
- Dinnerware:** Bread & Butter Plate, Salad Plate, Dinner Plate, Cup & Saucer
- Drinkware:** Water Glass or Water Goblet, Wine Glass

Tips for Setting an Unforgettable Table

- Allow at least 24 inches for each place setting.
- Keep all tableware approximately one inch from the edge of the table.
- Place all knives with the cutting edge toward the plate.
- Arrange flatware in order of use, working from the outside toward the plate for each course served. If salad is served after entree, place salad fork next to plate.
- Glass placement: from right to left, white wine, red wine, and water/iced beverage. Champagne may be placed behind red and white wine glasses.
- A seafood/cocktail fork is always placed to the right of the soup spoon, unless served with a seafood cocktail. It may be placed on the cocktail plate.
- Make it all neat and straight, with all pieces generally equidistant from each other and all full settings equidistant from its neighbors (about two feet from plate center to plate center).

Table Setting Benefits

- **Maximize Your Investment:** The number of place settings should match your daily usage and the types of specialty pieces should match your menu. Too many items are unnecessary, too few mean extra warewashing.
- **Control Sanitation Costs:** The correct place settings for each meal during the day will eliminate warewashing of unnecessary pieces, saving you money.
- **Create the Proper Ambience/Atmosphere:** Your customers' first impression is their last impression. Make the atmosphere of your establishment unforgettable with a table setting presentation that inspires your guests, and complements the menu and decor.

Care & Handling Guide

Tableware is an invaluable investment for any restaurant. Though durable, commercial tableware experiences high-volume and rigorous use. Extend the life of your tableware with our tips for proper handling, cleaning and storage.

China

The most severe test of chinaware quality and cost effectiveness is its ability to maintain appearance and resist damage and breakage under the demanding conditions of bussing, scraping, racking, warewashing, and storage.

Washing

Unattractive stains and discolorations can be caused by inattention to cleaning procedures such as allowing china to remain unwashed after use, pre-soaking in water over 160°, improper detergent concentrations, hard water or iron content, lime content in old equipment, and clogged or eroded spray nozzles.

Washing Tips

- Wash all china at least once before its first use.
- Do not put detergent directly onto china. An excessive concentration of alkaline detergent can cause permanent damage to decorations, especially those with gold and platinum.
- A wash temperature of 60° C (140° F) is recognized as the most effective. Excessively high water temperature will reduce the washing efficiency and may damage decorations.
- Use racks and baskets made from plastic or ones that are plastic coated so items do not vibrate against each other.
- In hard water areas, deposits may form on your china in time if the water is allowed to dry on the china. These soluble deposits can easily be removed with a diluted acid such as vinegar.

Metal Markings

Metal marking is the appearance of small black marks on the surface of a ceramic product. If two hard substances are rubbed together they will scratch each other. “Pencil marks” can be caused by minute deposits of metal from certain types of flatware. Lower grade flatware is softer and is more prone to leaving marks. Markings can also be caused by metal surfaces such as dishwashers and drainers.

Metal marks can usually be successfully removed by rubbing with vinegar, a mild bleach solution, lemon juice and proprietary cleaners.

More China Care Tips

Avoid:

- Stacking cups
- Carrying more dishes than you can safely handle
- Overloading bus trays
- Allowing dirty dishes to pile up

- Using abrasive pads or other dishes to remove scraps
- Loading loose, mixed items into the dishwasher
- Stacking dishes more than 16 inches high

Remember To:

- Stack china to the proper level
- Sort all items in bus tray
- Have an adequate supply of china for rush periods
- Carry dishes carefully
- Place cups in racks
- Keep receiving area neat and clean
- Remove scraps carefully with rubber scraper or water spray
- Load like items in each dish rack

Glassware

Remember to:

- Keep adequate supplies of glassware on hand in order to prevent recently washed items from going directly into service
- Check dishwasher temperature twice daily
- Replace worn glass washer brushes
- Bus glassware directly into racks, or use divided bus trays with flatware baskets
- Pre-heat glasses with hot water when pouring hot drinks
- Handle glassware gently; remove abraded, cracked, or chipped glassware from service
- Dump ice and let glassware reach room temperature before washing
- Remove glasses from buspans one at a time
- Clean (scrape) glassware, flatware and then china
- Dump ice and let glassware reach room temperature before washing

Avoid:

- Putting cold water or ice into a warm or hot glass
- Picking up glasses in bouquets
- Stacking glasses
- Scooping ice with glasses
- Glass-to-glass contact in overhead racks and anywhere else
- Contacting glasses with the beer tap
- Putting flatware into glasses

Flatware

Presoaking Tips:

Presoaking is recommended, after which it should be immediately washed in high temperatures—low temperatures or chlorine baths will attack silver and metal. To prevent corrosion and film build-up, flatware must be rinsed thoroughly and dried immediately after rinsing.

Remember To:

- Load flatware into presoak containers immediately after use
- Change presoak solution frequently

Avoid:

- Presoaking flatware for longer than 15 minutes
- Loading flatware into aluminum, copper, or copper alloy containers for presoaking; use only plastic or stainless steel

Additional Flatware Handling Tips:**Remember To:**

- Store flatware in a dry area away from cooking fumes and corrosive materials
- Wash flatware in a vertical position in temperatures above 135°F, and rinse in clean water at 180°F
- Use a nonabrasive, noncorrosive cleaning agent and a water softener or wetting agent

Avoid:

- Putting flatware into glasses or cups
- Leaving flatware soiled overnight

Buying Guide

Keep your tableware supply well stocked to ensure smooth service and happy guests. Lessen warewashing demands and prolong the life of your table settings by maintaining the right amount of dinnerware, flatware and glassware. Follow the ordering guidelines below to calculate the quantities needed for your dining establishment.

China Ordering Guide • Plates

To determine the needed quantity of each item, multiply the number of seats times the ordering factor for each item.

ITEM	SUGGESTED USE	FAST FOOD	DINING	BANQUET	CATERING
5 ½"-6 1/8"	Bread and Butter, Desserts, Bouillon Underliner	1 ½	2	6	2
7 ½"-7 1/8" Plate	Sandwiches, Salad, Desserts, Underliner for Grapefruit, Salad Bowls	1 ½	2	-	2
8 ½"-9 1/8" Plate	Luncheon, Entree, Tray Dinner Plate, Pastries, Underliner for Salad Plate	1 ½	2	2	2
9 ¾"-10" Plate	Dinner, Breakfast, Luncheon, Steaks, Underline for Salad	1 ½	3	2	1 ½
10 1/4"-10 3/8" Plate	Entree, Steaks, Prime Ribs, Fish, Mexican Dishes, Service Plate, Fowl	2	2	-	2
7 1/4"-9 7/8" Oval Plate/Bowl	Baked Potato, Asparagus, Salad, Cold Seafood	1	1 ½	-	1
11"-15" Large Platter	Steaks, Fish, Soup & Sandwich, Lobster, Prime Rib, Surf N' Turf, Sandwich Underliner	1	1 ½	½	1
Service Plate 12"-13"	Tabletop Decoration, Place Plate, Serving Plate, Special Presentations	1 ½	1 ½	-	1 ½

China Ordering Guide • Bowls

To determine the quantity of each item, multiply the number of seats times the ordering factor shown for each item. Then, order the closest dozen quantity.

ITEM	SUGGESTED USE	FAST FOOD	DINING	BANQUET	CATERING
Bouillon, Handled or Unhandled	Soup, Packaged Sugar, Custard, Egg Cup, Crackers, Condiments, Gelatin	1	1 ½	1 ½	1 ½
4 1/4"-5" Fruit Bowl	"Monkey" Dish for Vegetables, Fruits, Puddings, Desserts, Bake & Serve	2	3	6	2 ½
4 2/4"-6 3/4" Bowl	Fruits, Vegetables, Cereal, Casseroles, Salad, Desserts, Bake & Serve	1	1	½	1
8 7/8"-9 1/4" Rim Deep Soup	A La Carte Soup, Salad, Pasta, Chili, Oyster Stew, Bouillabaisse	½	½	-	½
11" -12 ½" Pasta Bowl	Entrée Pastas, Salads	½	½	-	½

China Ordering Guide • Pitchers & Mugs

To determine the quantity of each item, multiply the number of seats times the ordering factor shown for each item. Then, order the closest dozen quantity.

ITEM	SUGGESTED USE	FAST FOOD	DINING	BANQUET	CATERING
Coffee/Tea Cup	Coffee, Tea, Hot Chocolate, Soup	3	3	2	2
Mug	Hot & Cold Beverages	3	3	2	2
Coffee/Tea Saucer	Underliner for Cups, Bouillon, Tray Fruit	3	3	2	2
Pot Tea, Coffee	Hot & Cold Beverages	$\frac{1}{3}$	$\frac{1}{3}$	-	$\frac{1}{3}$
Creamer (Pitcher) 3 $\frac{1}{2}$ oz.	Cream for Beverages, Syrup, Melted Butter	$\frac{1}{2}$	$\frac{1}{2}$	-	$\frac{1}{2}$

Glass Ordering Guide • Restaurants

ITEMS	100 SEATS (IN DOZENS)	200 SEATS (IN DOZENS)	300 SEATS (IN DOZENS)
5 oz. Juice Glass	12	24	36
12 oz. Iced Tea Glass	12	24	36
10 oz. Water	24	48	72
6 oz. Sherbet	12	24	36
6 oz. Flute	12	24	36
Sugar Packet Holder	10	20	30
Salt & Pepper	3	6	9
Ashtray	2	4	6

Glass Ordering Guide • Banquets

ITEMS	100 SEATS (IN DOZENS)	200 SEATS (IN DOZENS)	300 SEATS (IN DOZENS)
5 oz. Juice Glass	12	24	36
12 oz. Iced Tea Glass	12	24	36
10 oz. Water Goblet	24	48	72
5 1/2 oz. Sherbet	12	24	36
6 oz. Flute	12	24	72
8 1/2 oz. Wine Glass	12	24	36
Sugar Packet Holder	10	20	30
Salt & Pepper	3	6	9
Ashtray	2	4	6

Glass Ordering Guide • Room Service

Table service guide for restaurants, hotels and bars based on seating capacity.

8 oz. Tumbler Glassware	Minimum 2 to a room
Ashtray	Minimum 2 to a room
Floral Accessories (e.g., Bud Vase)	Minimum 1 to a room

Flatware Ordering Guide

This chart is based on standard restaurant settings. Your specific need may vary according to individual operation. Your reserve stock should be at least 25% of that in active service.

ITEMS	DELUXE	SEMI-FORMAL	STANDARD
Teaspoon	5	3	3
Dessert Spoon	2	2	2
Tablespoon	¼	¼	-
Iced Tea Spoon	1 ½	1 ½	1 ½
Demitasse Spoon	2	-	-
Bouillon Spoon	2	2	2
Utility/Dessert Fork	3	3	3
Dinner Fork	2	-	-
Salad or Fish Fork	*	*	*
Cocktail Fork	1 ½	1 ½	1 ½
Dinner Knife	2	1 ½	3
Utility/Dessert Knife	2	1 ½	*
B&B Knife or Butter Spreader	2	-	-
Steak Knife	*	*	-
Fish Knife	*	*	-

* = Accessory items to be considered separately, depending on the type of service and menu.