
International Domestic Placement Group

www.DomesticPlacementGroup.com

LAYING UP TABLES FOR DINNER PARTIES:

1. WHEN?? date & time.

2. How many guest are attending? 8 guests + 2 hosts= 10 for dinner.

10 couverts x 150% = 15 full settings, extras held on sideboard.

Napkins x 500% and glasses x 300%

3. Occasion

Table will fit for group & room.

The specimen table is set up by the butler, with the aid of the menu from the chef.

Clean above the table, up to shoulder height, if cleaning is needed higher call a specialist (i.e.: a chandelier cleaner if necessary) check all lights and change the light bulbs.

Clean below NO DUST/ vacuum, clean windowsills, etc.....

Check table make sure it is stable, edges smooth.

Bring the chairs in the room; if you have 18 guests, you need only 18 chairs

Check the chairs condition, clean and edges smooth.

Put the underlay cloth (stops noise and heat damage)(MOTON) flat and fitted on the tabletop.

You bring the tablecloth in ONLY with white gloves on, check the cloth for holes marks and burns then hang to perfection, 18 inches down. If needed, press flat using an iron with no steam.

Put the chairs around the table, line them up and measured them.

The first thing you put on the table is the show plate/ largest plate you will use in the menu.

1 inch from the edge.

Put the chairs back to the wall.

Choose cutlery by checking the specimen table.

We often use a tray cloth on a tray, to avoid slipping and noise (except for glasses).

Never put the tray down on the table, keep it in the left hand.

Lay down the cutlery covert by covert (place by place).

Always start with the dessert cutlery from inside to outside.

Place it 1 inch away from the edge of the table.

The tip of the outside fork centers the side plate; lay the bread knife across (vertically) the plate.

Polish the silver.

Glasses on the table:

Polish with glass cloths (tea towels) hold opposite corners (diagonal), only dry ones, wash new towels prior to use (fuzz). Glasses go on up side down and are placed upright after polished.

Water glass above the main knife

Red wine glass above the water glass

White wine glass left of the red wine glass

Champagne glass left of the water glass

up-side down -know to wear you stopped when you are distracted

-polish them

-only handle by the bottom.

Centerpieces get priority

Flower arrangements with no water on the table

Be concerned with the height, sit down when checking viability.

Condiments (salt and pepper) stored empty, fill.

-removed with main course or left through cheese course.

Never have ashtrays on the table, stocked on side table.

Napkin on the show plate with no starch (kill's cotton), folded simply (hygienic).
Arrange the chairs around the table, lined up and measured to perfection.
START THE DINNER SERVICE

Everything on the table must be impeccable, in perfect condition.

A fork/ spoon is never laid across the top of a place setting for the sweet course if there is not room on the sides (unless in a tent of 1,000 people, for example). If the couvert was set for 4 courses and there are 6, the additional 2 are laid - one course at a time - prior to that course. If someone accidentally uses the wrong piece of silver for a particular course, clear it away and return with a fresh piece w/o making notice of it - could embarrass them.

If china/ glasses or silver are stored in the dinning room, move a few extra sets to the side or kitchen, just in case.

Sideboards are essential to exceptional table service.

Never use a Red & White theme... (other than Italian/ picnic style plaid) It reminds people of the Red Cross - Blood & Bandages.

Never set a table for 13 guests... someone may be superstitious... set an extra place and 'Teddy Bear comes to dinner'.