

# DINING ETIQUETTE



# WHAT IS ETIQUETTE?

- Accepted rules of behavior
- About making others feel comfortable

## Dining Etiquette 101

The holiday season is around the corner, so let's start new traditions by following old traditions. Here are some basic rules of etiquette at a formal table setting:

**Salt and/or pepper:**  
They should be passed together, even when only one is requested. Don't season food before tasting it.



**Stemware (glasses):**  
Glassware is limited to four (as shown). Wine is poured from the right. Don't overfill glasses.



**Place card:** Never switch or change seating arrangements already planned by host.



**Dessert spoon and fork:** When dessert is served with both fork and spoon, the fork is the pusher and the spoon is used for eating.

**Bread dish and butter knife:** Tear bread into bite-size pieces on the bread plate and butter each piece with butter knife just before you eat it.



**Cutlery:** The rule is to use it from the outside in. Once a utensil has been used, it should not touch the table again.



Salad fork    Fish fork    Meat fork

**Napkin placement:** Once seated, the host takes his napkin, then guests follow and place onto them on their laps.



**Flatware:** The number of silverware pieces indicates number of courses to be served. A formal dinner consists of seven courses, in this order: soup, fish, sorbet (or palate cleanser), a meat or fowl dish, salad, dessert and coffee.



Meat knife    Fish knife    Salad knife    Soup spoon

# PERSONAL PLANNING

- Familiarize Yourself
- Pre-Visit
- Try on clothes in advance
- Cologne/perfume
- Polish shoes-button jacket
- Clean hands-fingernails
- Fresh breath-no gum!
- No smoking
- No excessive jewelry/make-up



# GENERAL DECORUM

- Smile!
- Speak slowly
- No slang
- No swearing



# DINNER DAY

- Arrive early
- Alcohol
- Sit up/stand straight
- Cocktail napkin
- Drink in left hand
- Tray
- Small talk- no politics or religion
- Eye contact



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# AT THE TABLE

- Shake hands and repeat names
- Seating arrangements
- Serviette
- Arrival of other guests
  - Rise to shake hands, don't reach
- Follow the lead of host
- No cell phones



# AT THE TABLE: ORDERING

- Foods to avoid:
  - Food with bones, pits, cores
  - Anything heavily scented: garlic/anchovies
- Finger foods to avoid:
  - Chicken wings, ribs, shrimp, clams, oysters, pizza, lobster, crab, artichokes, escargot
- After Finger Foods: Finger Bowl

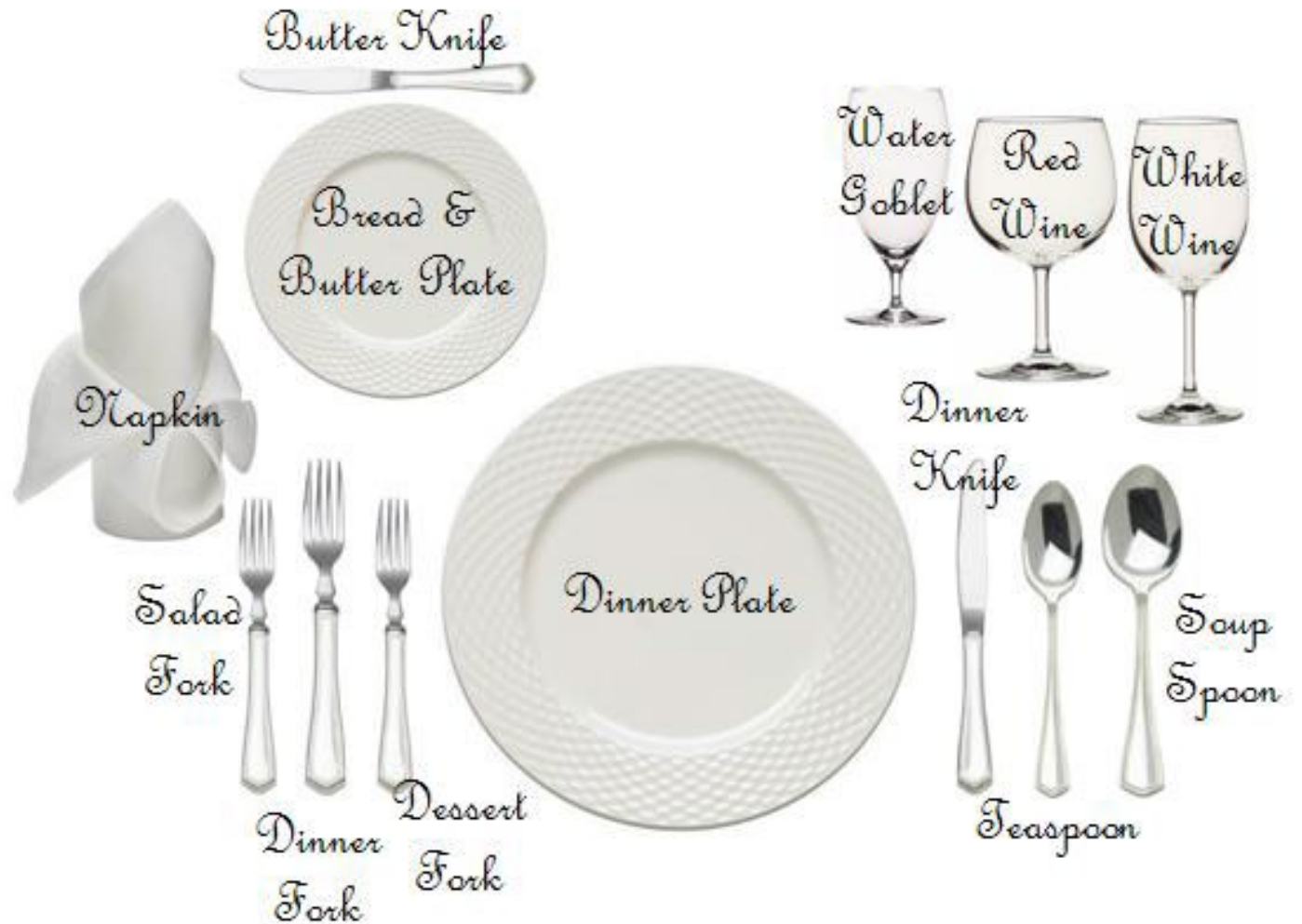


# AT THE TABLE: PLACE SETTING

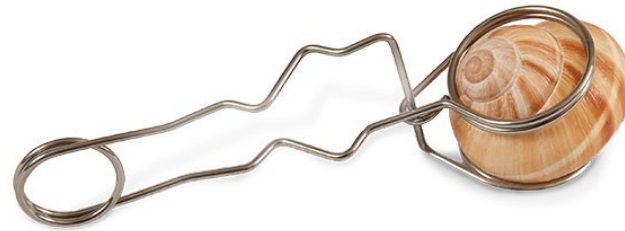


# SILVERWARE

- Outside In
- Set in
- American-style v. European-style
- Rest dirty silverware
- Finished- 4:00 so they won't fall



# SILVERWARE: SPECIAL UTENSILS



# SOUP

- ☐ Scoop and Sip
- ☐ Don't blow on it
- ☐ Tilt the bowl away from you
- ☐ No dipping bread

Place spoon on underliner,  
or in bowl if none



# MAIN COURSE

- Cutting
- Mixing Foods
- Swallow and Rest
- Converse between bites
- Let server clear-don't push
- Watch host
- No sopping or dunking
  - Not even if the host does



# SALAD

- Salad fork and knife
- No cutting or tossing
- Avoid cherry tomatoes & olives



# DESSERT & COFFEE

- Coffee & Tea: NO pinkies
- Espresso: NO lemon peel
- Cappuccino: morning
- Spoon on saucer
- No clinking



# FINALE & FOLLOW UP

Shake Hands

“Pleasure meeting you”

Thank the host and shake their hand last

Thank you note: Yes, in the mail with a stamp

