How to lay the table

**What you need:**
- 4 plates
- 4 forks
- 4 knives
- 4 red wine glasses
- 4 water glasses
- 4 side plates
- 1 coaster
- 4 napkins

**Techniques:**

Preliminary steps
- Put the linen on a rectangular or a square table
- Cleaning equipment

**Step 1**

- **How?**
  - Put each knife on the right of the plate, the cutting edge inward
  - Put each fork on the left of the plate, the back side on the table

- **What to pay attention to?**
  - Plates must not to be at the edge of the table so that guests do not knock them down
  - Use a white cloth to avoid finger marks on plates
  - The four plates must be inline

**Step 2**

- **How?**
  - Put each knife on the right of the plate, the cutting edge inward
  - Put each fork on the left of the plate, the back side on the table

- **What to pay attention to?**
  - The knife and the fork must be parallel to the edge of the plate
  - Knives and forks must not be at the edge of the table
  - Use a white cloth to avoid finger marks on plates

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Step 3

- Place glasses

**HOW?**
- Put each wine glass above the tip of the knife
- Then the water glass to the left of the wine glass

**What to pay attention to?**
- Glasses must be positioned in the same way to every dinner guest to preserve the harmony of the table.
- Always take glasses by the stem to avoid finger marks.
- If there are several wine glasses, put them in the order they will be used: white wine glass, red wine glass, water glass (glass which will remain on the table till the end of the meal).

Step 4

- Set the side plates

**How?**
- Put the side plate on the left of the fork

**What to pay attention for?**
- Side plates can be put either at the edge of the plate of presentation
- or at the edge of the prongs of the fork
- Side plates are useless if bread is served in a bread basket.

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**Step 5**
- **Place towels**

**How?**
- Place towels on plates having possibly to realize a folding

**What to pay attention for?**
- Towels must be treated with precaution and the least possible to respect the hygiene. It is for that reason that the folding will be the simplest possible.

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**Step 6**
- **end laying the table**

**How?**
- Place the bottom of decanter in the center of the table
- Install possibly a salt cellar and a pepperpot:
- End by the flower arranging

**What to pay attention for?**
- The flower arranging does not have to bother the customers: the aroma of flowers must be discreet and the volume of the bouquet must be moderated

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