

# My Life in Helvetia

## How to Set a Formal Dining Table



### What you need:

- Tablecloth
- Linen or cotton napkin
- Dining plate
- Salad plate
- Bread plate
- Soup bowl
- Salad fork
- Dinner fork
- Knife
- Fish Knife
- Soup spoon
- Butter knife
- Dessert spoon
- Water glass
- Red wine glass
- White wine glass

### How to arrange it:

1. Iron your tablecloth and lay it on the table
2. Set a placemat at every seat
3. Place a soup bowl in the centre of each mat
4. Add a bread plate to the top left
5. Position a napkin on the left-hand side or over the dinner plate
6. Add a salad and dinner fork, placing the salad fork on the outside of the dinner fork – these can be on or next to the napkin, depending on space
7. On the right-hand side, set the knife(s) next to the placemat, with the soup spoon next to it. Blades are facing inwards, towards the plate
8. The butter knife goes horizontal on top of the bread plate
9. Above the placemat, add the dessert spoon (or fork), with the handle pointing to the right
10. The water glass sits directly above the knife, with the white wine glass to the right and slightly below the water glass. Red wine glasses go slightly above and to the right of the white wine glass
11. A place card can be placed above the plate. The menu should be placed over the plate.

## How to Set an Informal Dining Table



### What you need:

- Placemats or chargers
- Napkin
- Dining plate
- Soup bowl
- Dinner fork
- Knife
- Soup spoon
- Water glass
- Red wine glass
- White wine glass

### How to arrange it:

1. Lay the placemat/charger
2. Add the dinner plate in the centre
3. If you're having soup, add the soup bowl on top of the dinner plate
4. Lay a napkin either to the left of the dinner plate, over the plate or between the plate and the placemat/charger
5. To the right of the dinner plate, add the knife and then the spoon
6. Place the water glass directly above the knife
7. Slightly above and to the right of the water glass, and the wine glass
8. If serving dessert, place the utensils to the top center of the place setting. If setting only the dessert fork, the handle should be facing right. If served together with the dessert knife, this should be set horizontally over the dessert fork. The knife handle should be pointing to the right, the fork handle should be pointing to the left.
9. Salt and pepper shakers may be added to the centrepiece arrangement, or at the top of each placemat if there's a set for every guest