

4-H Table Setting Exhibits Guidelines and Procedures

Table Setting is a popular entry at the Shawnee County Fair. This handout is meant to help you meet the guidelines for participating. If you have additional questions, please contact staff at Shawnee County Extension.

Guidelines:

1. 4-Her must be enrolled in the Foods/Nutrition project.
2. The 4-Her should pre-enter in the Table Setting class for their age group. Note that on the day of judging, a 4-Her COULD change another pre-entered food exhibit to a table setting exhibit. Example: Josie pre-enters 3 non-perishable food products. She decides to bring two non-perishable items to the fair and change the third pre-entered item to a Table Setting entry. Currently 4-Hers are limited to 3 nonperishable items, 1 educational display, 1 nutritional snack and 1 table setting. Any pre-entered item in the foods division (including Food Preservation) could be changed to a table setting entry.
3. All supplies need to be provided by the 4-Her.
4. Bring a square table (card table size).
5. No food should be served, although non-perishable items – candy, bottles, etc. can be used as part of the table decorations. No alcohol should be on the menu or used in the table decorations. (No wine bottles, etc.)
6. The menu to be served and the occasion should be neatly printed or typed on a card or paper *no smaller than 3 x 5 inches* and can be placed on the back of the menu card to identify the 4-Her.
7. For this contest, the 4-Her will correctly place the items for ONE PLACE SETTING. That includes linens (table cover, placemats, and napkins), dishes, silverware, drinkware, and centerpiece. Select dishes for UP TO a three-course meal. (Appetizer, Meal, Dessert.) The menu can certainly be simpler than that. Set the dishes appropriately without stacking dishes. (Exception: Plate chargers are allowed – they are decorative in nature.) Paper and plastic products are acceptable if they fit the occasion.
8. PLEASE DO NOT BRING ITEMS OF HIGH MONETARY OR SENTIMENTAL VALUE. We cannot assure their safety.
9. Set-up for judging should be done between 8:30 am and 10:30 am the day of the judging. We typically allow table settings to be set up the evening before as the Exhibition Hall is being readied for the Fair, but they are not secure. The 4-Her should set up their own display. Young 4-Hers can be helped by an adult. A sign-up sheet for consultation judging will be available during set-up.
10. Consultation judging (without ribbon placing) will be offered (not required) to allow the 4-Her to explain the table setting for the judge and for the judge to ask questions. Consultation is scheduled in 10 minute intervals from 11:00 am to 2:30 pm.
11. Table setting exhibits do NOT advance to the State Fair. The Fair Book outlines additional information about ribbon awards.

Step by Step Menu Planning

(20 points plus up to 4 extra points)

Begin with the reason for your meal. Is it a birthday celebration, a holiday meal, a child's picnic? Plan a meal that is suited to your occasion. Then, review the tips below on how to create a pleasing menu. At least 3 food groups (significant portions) must be represented to be eligible for all 20 points. 2 EXTRA points may be awarded for significant servings of each of the two remaining food groups. "Significant" is at the discretion of the judge. For example, cheese sprinkled over a baked potato would not likely constitute a significant serving in the Milk and Dairy group. No alcohol is allowed.

Review the tips below to create an appealing menu.

Always...

- Select foods that combine pleasingly.
- Select foods that are in season, when possible.

Consider...

- **Color** – Don't repeat colors, avoid clashing colors.
- **Flavor** – Avoid conflicting flavors. Avoid too many dominating flavors (i.e. kraut, garlic). Don't have the same food in several forms (i.e. potatoes, mashed and fried.)
- **Texture** – Use a variety of textures (crisp, chewy, tender, grainy.)
- **Temperature** – Avoid having foods that are all the same temperature.
- **Size & Shape** – Use a variety of shapes; avoid all round or all long.
- **Preparations Methods** – Avoid repetition (i.e. all fried.)
- **Satiety Value** – Ask yourself if the menu will leave you satisfied afterwards.

Satiety Values

- **Fat** has the most satiety value
- **Protein** has less than fat
- **Starch** has less than protein
- **Sugar** has shortest satisfying value

See the following food group tips from ChooseMyPlate.gov.

Vegetables

- Eat more red, orange, and dark-green veggies like tomatoes, sweet potatoes, and broccoli in main dishes.
- Add beans or peas to salads (kidney or chickpeas), soups (split peas or lentils), and side dishes (pinto or baked beans), or serve as a main dish.
- Fresh, frozen, and canned vegetables all count. Choose "reduced sodium" or "no-salt-added" canned veggies.
- **Eat 2 ½ cups every day for a 2,000 calorie daily food plan** – *What counts as a cup?* 1 cup of raw or cooked vegetables or vegetable juice; 2 cups of leafy salad greens.

Fruits

- Use fruits as snacks, salads, and desserts. At breakfast, top your cereal with bananas or strawberries; add blueberries to pancakes.
- Buy fruits that are dried, frozen, and canned (in water or 100% juice), as well as fresh fruits.
- Select 100% fruit juice when choosing juices.
- **Eat 2 cups every day for a 2,000 calorie daily food plan** – *What counts as a cup?* 1 cup of raw or cooked fruit or 100% fruit juice; ½ cup dried fruit.

Grains

- Substitute whole-grain choices for refined-grain breads, bagels, rolls, breakfast cereals, crackers, rice and pasta.
- Check the ingredients list on product labels for the words “whole” or “whole-grain” before the grain ingredient name.
- Choose products that name a whole grain first on the ingredients list.
- **Eat 6 ounces every day for a 2,000 calorie daily food plan** – *What counts as an ounce?* 1 slice of bread; ½ cup of cooked rice, cereal, or pasta; 1 ounce of ready-to-eat cereal.

Dairy

- Choose skim (fat-free) or 1% (low-fat) milk. They have the same amount of calcium and other essential nutrients as whole milk, but less fat and calories.
- Top fruit salads and baked potatoes with low-fat yogurt.
- If you are lactose intolerant, try lactose-free milk or fortified soymilk (soy beverage).
- **Eat 3 cups every day for a 2,000 calorie daily food plan** – *What counts as a cup?* 1 cup of milk, yogurt, or fortified soymilk; 1 ½ ounces natural or 2 ounces processed cheese.

Protein Foods

- Eat a variety of foods from the protein food group each week, such as seafood, beans and peas, and nuts as well as lean meats, poultry, and eggs.
- Twice a week, make seafood the protein on your plate.
- Choose lean meats and ground beef that are at least 90% lean.
- **Eat 5 ½ ounces every day for a 2,000 calorie daily food plan** – *What counts as an ounce?* 1 ounce of lean meat, poultry, or fish; 1 egg; 1 Tbsp. peanut butter; ½ ounce nuts or seeds; ¼ cup beans or peas.

The Menu Card

(5 points)

The menu card should be neat and attractive. Review guideline #6. While “cute” names for the food items may follow along your theme, the judge needs to be able to discern what the food IS. Recipes are not required.

Review the tips below on menu writing.

- List food in sequence in which served, except the beverage, which is last.
- When a course has more than one food item, the most important food should be listed first: **Steak and Baked Potato**
- If salad is served as the first course, it should be written first. If it is to be served as part of the main course, it should be listed after the main item of the main course.
- Usually items such as salad dressing, butter, cream and sugar are not listed on the menu. When you make a unique contribution to the total meal, they may be included:
Corn Bread Squares Honey Butter
- Space items in a symmetrical pattern, allowing extra space between separated foods listed on the same line. Allow extra space between courses.
- The first letter of all words except prepositions, conjunctions, and articles is capitalized.
- A dinner menu would be written as follows:

Tomato Juice
German Meatballs
Broccoli Spears with Cheese
Orange Wedges on Lettuce
Rolls Butter
Rainbow Sherbet
Iced Tea

Place Settings

(60 points)

Choice of Table Covering/Placemats/Napkin and Accurate Placement as Viewed from the Front of the Table (15 points)

'Cover' is the term used to indicate the place set for each person at the table. This includes flatware – often referred to as silverware or silver – dinnerware, napkins, and beverage container(s) for each person's use.

- Allow 20-30 inches for each cover in order to provide sufficient space for each person.
- If placemats are used, they should be about 15 inches deep.

TABLE LINENS

Placemats, runners or a tablecloth may add to the attractiveness of the table. The choice may be affected by the formality of the meal or by the setting.



Table Skirting

- Allow for a 6" – 9" drop on each side of the table skirting. This is an appropriate drop for the size of a card table in an informal setting.
- The drop could be as much as 15 inches for a formal dinner.
- **NOTE: For this fair competition,** the table covering can be folded to achieve

the correct size. Only the front must meet the guidelines for the suggested amount of drop.

Placemats or Runners

- Placemats or runners are frequently preferred for less formal meals and are placed flush with or near the edge of the table where the guest is seated, but not exceeding beyond.

Napkins

- Napkins are folded neatly and placed at the left of the cover and in line with the flatware.
- In a formal setting, the loose corner is placed at the lower right with the open edges next to the edge of the table or in the center of the plate. *HOWEVER, today's meals are typically less formal and napkin folding and placement has become more creative. We are going to allow 4-Hers greater flexibility. Be sure the location and folding of the napkin makes it easy to access and use.*
- **While the napkin is typically NOT placed under the flatware, there may be some creative exceptions to this rule as well.**

DISHES, FLATWARE and GLASSWARE

Selection of Dishes, Flatware and Glassware

(10 points)

Accurate Placement of Dishes, Flatware and Glassware (25 points)

Plates

A dinner plate is placed in the center of the cover and 1 inch from the edge of the table. A charger can be used, but otherwise NO STACKING of plates is allowed. Additionally:

- Salad or dessert plates or bowls are placed left of the forks and napkin, or at the tip of the fork. If salad or dessert is placed in a bowl, it should be eaten with a spoon; if it is served on a plate, it should be eaten with a fork.

- If a fruit cup or sherbet dish is used, it should be placed on a liner plate to provide a place for the spoon.
- When a bread and butter plate is used, it should be placed at the tip of the fork and slightly to the left. The butter spreader is placed across the top of the plate, cutting edge toward the center of the plate. If preferred, it may be placed on the right side of the bread and butter plate, parallel to the other flatware of the cover, or with the handle to the right and the blade in the center of the bread and butter plate.
- When BOTH salad and bread and butter plates are used, the salad plate is placed to the left and *below* the bread and butter plate.
- **NOTE: Only use tableware that is needed. Don't place your food in so many side dishes that the dinner plate is going to look empty.**

Flatware

The standard preference for placing flatware is in the order of its use (working from the outside inward toward the plate) during the meal. Do not set any flatware that will not be used during the meal.

If the flatware is placed in order of use and...

If Only ONE knife is used...

- The knife is placed with the sharp edge in, to the right of the plate
- The fork, tines up, is placed to the left of the plate, (the dessert fork nearest the plate because it is used last, then the salad fork (unless a salad is the first course), and the dinner fork to the far left. A separate salad fork is not necessary in an informal meal in which the salad is served as part of the main meal.

- Spoons, bowl up, are placed to the right of the knife in order of use. If soup is the first course, a soup spoon would be placed to the right of the dinner spoon.

If the knife is NOT needed

- The knife may be omitted and the fork or forks may then be placed at the right where the knife customarily is placed.

Glasses

Place the water glass at the tip of the knife and slightly to the right of it. Coffee and tea cups should be placed at the right of the spoons with the handle parallel to the edge of the table and on a line that passes slightly below the center of the plate. If milk is served, place it at the right of the water glass.

When TWO Glasses are used...

- The second glass is placed to the right and slightly lower than the first glass. The water glass should be placed 1 inch above the knife. Coffee or tea cups should be placed on a saucer or liner plate. The handle should extend to the right.

DECORATIONS

Choice of Centerpiece (10 points)

Although usually placed in the exact center of the table, the table decoration may be placed to one end or side, if the seating arrangement makes this convenient. **Decorations should NOT touch anything else, shed or droop over food.**

- Decorations for a sit-down meal should allow eye contact across the table.
- Candles may be a part of the decoration, but are not used in bright daylight. Candle flames can be distracting; therefore, tall tapers or short candles should be used.
- Table decorations should be clean and acceptable for use around food. While someone's cowboy boots may add to the theme, placing them on the table may not be a good choice.

DEVELOPMENT OF THEME

(15 points)

Be prepared to tell the judge how you came up with the idea for your table setting.

- Is the food/menu suited to the occasion?
- Do the decorations and harmony of the total table develop the theme?

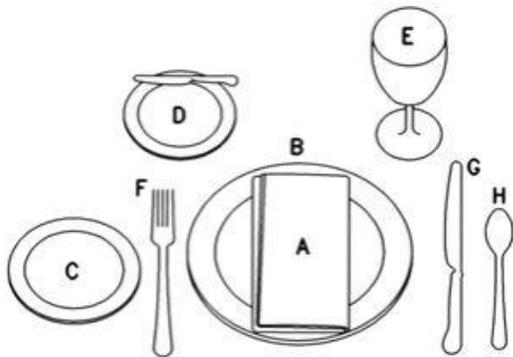
The theme should be clear but does not have to be reflected in every dish, napkin or glass. There is a fine line between a well-developed theme and a table that becomes “over the top.”

Be sure to review the Table Setting Scorecard.

NOTE: The following table setting examples provide a guide of how tables may be set.

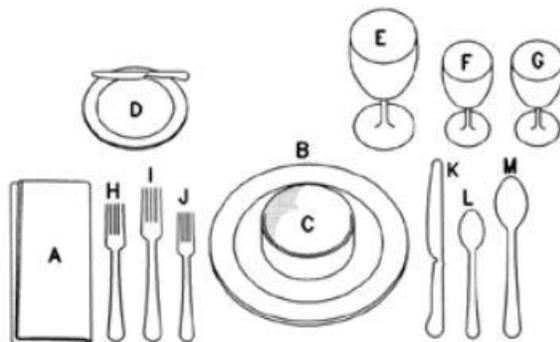
However, they do NOT fully follow the 4-H guidelines for this contest. (No stacking is allowed.)

Tablescapes: Setting the Table ©Learning ZoneXpress • www.learningzonexpress.com



FAMILY DINNER

- | | |
|---|----------------|
| A. Napkin | E. Water Glass |
| B. Dinner Plate | F. Fork |
| C. Salad Plate | G. Knife |
| D. Bread & Butter Plate with butter knife | H. Teaspoon |



FORMAL DINNER

- | | |
|-------------------------------|-----------------|
| A. Napkin | G. Beverage |
| B. Service Plate | H. Salad Fork |
| C. Soup Bowl on a Liner Plate | I. Dinner Fork |
| D. Bread & Butter Plate | J. Dessert Fork |
| E. Water Glass | K. Knife |
| F. Beverage | L. Teaspoon |
| | M. Soup Spoon |



K-STATE
Research and Extension

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact K-State Research and Extension – Shawnee County, 785-232-0062.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.

Table Setting Scorecard

Comments

Criteria	Points Possible	Score
Menu- Variety, Nutritional Value	20	_____
<p>At least 3 food groups must be represented to be eligible for all points. Color, texture & temperature of food go well together.</p> <p>2 points EXTRA awarded for significant servings of each of the two remaining food groups. "Significant" is at the discretion of the judge. <i>(Note: This creates the potential for a table setting to have a score over 100 points.)</i></p> <p style="text-align: center;"><i>Extra Points awarded (4 pt maximum)</i></p>		
Menu Card		
Attractive, Easy to read, correct format	5	_____
Development of Theme	15	_____
Food to fit occasion; Decorations and harmony of total table		
Choice of Centerpiece	10	_____
Height; Accurate placement		
Choice of Table Covering/Napkin and accurate placement as viewed from front of the table	15	_____
<p><i>(Table covering can be folded to achieve correct size)</i> Sides of table cloth or runner should be even Napkin folded and placed correctly Appropriate material for napkin and table cover Placemat correctly placed</p>		
Accurate Placement of Dishes, Glassware Silverware	25	_____
Selection of Dishes, Glassware Silverware	10	_____
<p>Correct for occasion and menu Size of dishes is appropriate *****</p>		
TOTAL		_____
5 POINT DEDUCTION FOR LATE ENTRY -5		_____

Ribbon_____

Purple	96-100	Red	81-89
Blue	90-95	White	80 and Below