# Etiquette 101

**Upon Seating**

Napkin:

* Unfold and place in your lap.
* If you leave the table, place napkin (soiled side down) on the back of your chair
* Wait until host place napkin on table when they are done.

Plates and Utensils:

* Make a “b” with your left hand – bread
* Make a “d” with your right hand – drink

Typical Utensils:

* Salad Fork (Left), Main Entrée Fork (Left and Big), Dinner Knife (Right), Soup Spoon (Right) Butter Knife (Bread Plate), Dessert Fork (Above Service Plate)
* Once you have used an utensil don’t place it back on the table
* Unused utensils should be left in their setting

**1st Course (Soup and/or Salad)**

When to start Eating:

* You should wait until everyone at the table has their food before you start eating.
* If your food is delayed, then let the other people at your table know it is ok to start eating.

Passing Items:

* If an item is close to you then it is your responsibility to pass that item.
* Pass items to the right; however, offer the item to the person on your left first.

Salt and Pepper:

* Never salt or pepper anything before you have tried it.
* Pass both the salt and the pepper together, they are a pair.

Eating Bread:

* Break off a small piece and butter that one piece; eat it one piece at a time.

How to rest utensils:

* Do not rest the fork or spoon you have been using on the table, only on your plate. Diagonally on the edge, not propped against the plate like an oar.

Soup:

* Always spoon away from you.

Salad:

* Cut your salad, if needed, and then place your knife across your butter plate with the blade facing you.
* Cherry tomatoes may be cut by piercing with the sharpest point of your knife, though you may want to avoid them altogether.

**2nd Course (Main/Entrée):**

**Ordering Food/Drinks**

* Consider cost: norm of the group; don’t order the most expensive entrée on the menu or be the only person to order an alcoholic drink, appetizer or dessert.
* Ask for recommendations on the food
* Order quickly
* Order an entrée that is easy to eat; this is not the time to try something new
* Take the host’s lead on ordering alcoholic drinks.

**Types of Eating**

* *American:* Cutting food with the fork in the left hand and the knife in the right (or reversed if you are left handed) Then you place, not prop, the knife on the edge of the plate and switch the fork to your right hand before raising it, tines up, to your mouth. The fork should rest on the middle finger of your hand, with your index finger and thumb gripping the handle slightly above.
* *Continental:* In the European style, food is cut in the same way. The knife, however, is kept in and as the other hand lifts the fort to the mouth. The fork is held tines down with the index finger touching the neck of the handle.

**3rd Course (Coffee/Tea and Dessert):**

When Finished Eating

* If you are resting, but don’t want the server to take your plate, cross your fork and knife on your plate (tines same as type of eating), angling them so they almost touch at the plates top center
* Leave your plate at the place setting; do not push your plate away from you when you have finished eating
* To signal to the server that he/she can take your plate, place the knife and fork (tines down) at the 4 o’clock position

Tea/Coffee

* Do not leave a spoon or tea bag in a beverage; placed used spoons on saucer
* Place empty sugar packets on the edge of saucer, never in the ashtray
* Do not take ice from your water glass to cool a hot drink
* Never take ice from glass period

Leftover Food

* Don’t ask for a take home container

**Wrapping up the Meal:**

* The host dictates when the meal ends

Paying for a Meal

Banquet

* Usually prepaid, No tip (event at a country club, do not tip)

Restaurant

* The host should pay the meal – allow him/her to pay
* As a good host, you would have let the server or maitre d’ know to give the check to you
* Don’t ever ask how much the meal cost

Tipping

* Server 15 to 20 percent
* Wine Steward 15 percent or $3 to $5 a bottle
* Bartender 15 to 20 percent of tab; at least 50 cents
* Coatroom Attendant $1 per coat
* Parking Attendant $1 to $2

Say goodbye to your fellow table guests

* It was nice meeting you; Shake hands – a nice closing remark
* Be aware of keeping someone too long
* Thank You: Send a thank you letter within 48 hours
* Smoking: Smokers: remember why you are here and it is not to smoke
* Hostess Gift

If invited to an event at someone’s house, you should bring a hostess gift