



A FIELD GUIDE TO THE  
PERFECT PLACE SETTINGS

*curated by Treasury Rentals*

# INTRODUCTION



## #TRTABLEOPTIPS

- When setting the table, all items should be one to two inches from the edge of the table to create a polished look. Making sure all pieces are straight and lined up on the same horizontal line will take your settings to the next level.
- The forks will be set to the left of the dinner plate, while the knives and spoons will go on the right. A quick way to remember this is that "left" and "fork" both have four letters while "right," "knife," and "spoon" all have five letters.
- The knife blade should always point to the left. This also goes for your butter knife.
- We regularly see the bread plates and drinking glasses swapped in a place setting. An easy cheat is to touch your index finger to your thumb. Your left hand makes a "b" for bread and your right hand makes a "d" for drinks. Your bread plate should be placed on the left while your drinking glasses will be placed on the right--which corresponds to these letters you just made.
- Avoid over-setting the table. Only providing pieces that will be used during the meal will simplify your set-up, but also prevent confusion for your guests regarding which utensils to use.
- Plateware is typically only pre-set for buffet or station-style meals, though many choose to fully set plateware for aesthetic purposes.
- When in doubt about which utensil to use, just remember that it will follow the order of your courses--start from the outside and work your way in.

# INTRODUCTION



## WHAT KIND OF SETTING DO YOU WANT TO CREATE?

Determining the type or formality of the event is key in determining the best way to set your table. As mentioned before, it is best to set based upon what is needed for the meal rather than overcomplicating your table.

Over the next few pages, we will discuss the types of place settings and when you would expect to use them.

Once you master the art of a proper place setting, you are equipped to get creative and bend the rules. Your possibilities expand greatly when you know the rules and what details are important to the ease of the dining experience.

## **BASIC/CASUAL**



### **WHAT TYPES OF EVENTS WOULD USE THIS SETTING?**

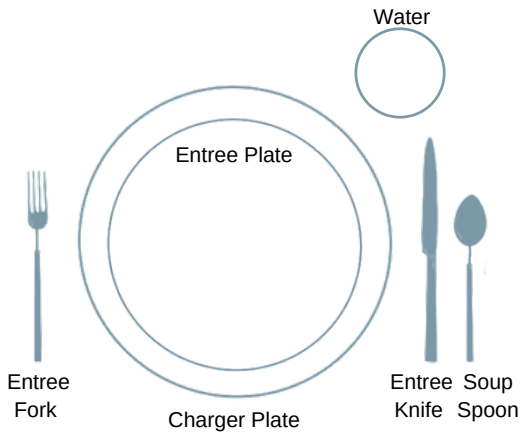
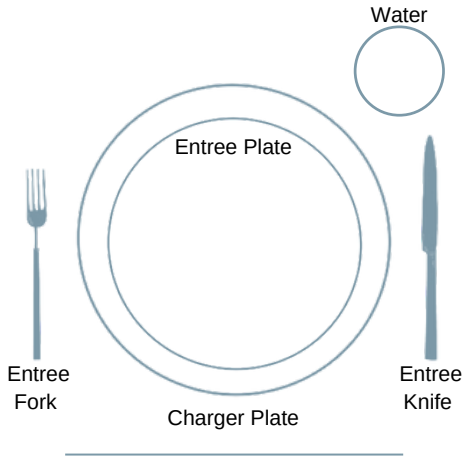
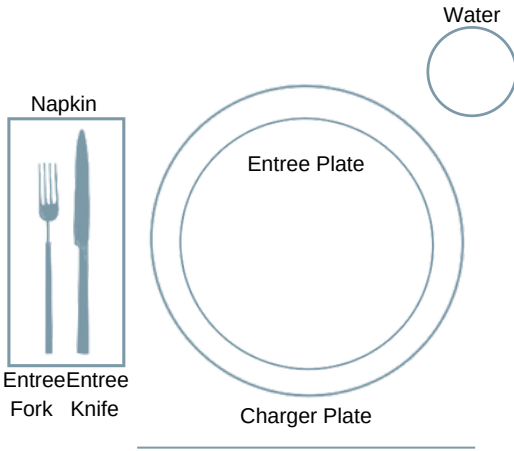
This is the perfect setting for Breakfast or Brunch Events as well as Buffet or Station Style Events where guests would have their entire meal in one course.

Basic/Casual events may or may not include a soup course, therefore you should plan to edit it accordingly.

A charger plate may be used (or not). The napkin might be set to the left or placed in the center of the charger. Additional glassware may be needed such as wine or champagne glass, or if a brunch event, this may include juice glasses.

Dessert and coffee are likely served in a "grab and go" setting, therefore the dessert fork and dessert or coffee spoon will not be set on the table, but rather with these stations.

# BASIC/CASUAL



# INFORMAL/SEMI-FORMAL



## WHAT TYPES OF EVENTS WOULD USE THIS SETTING?

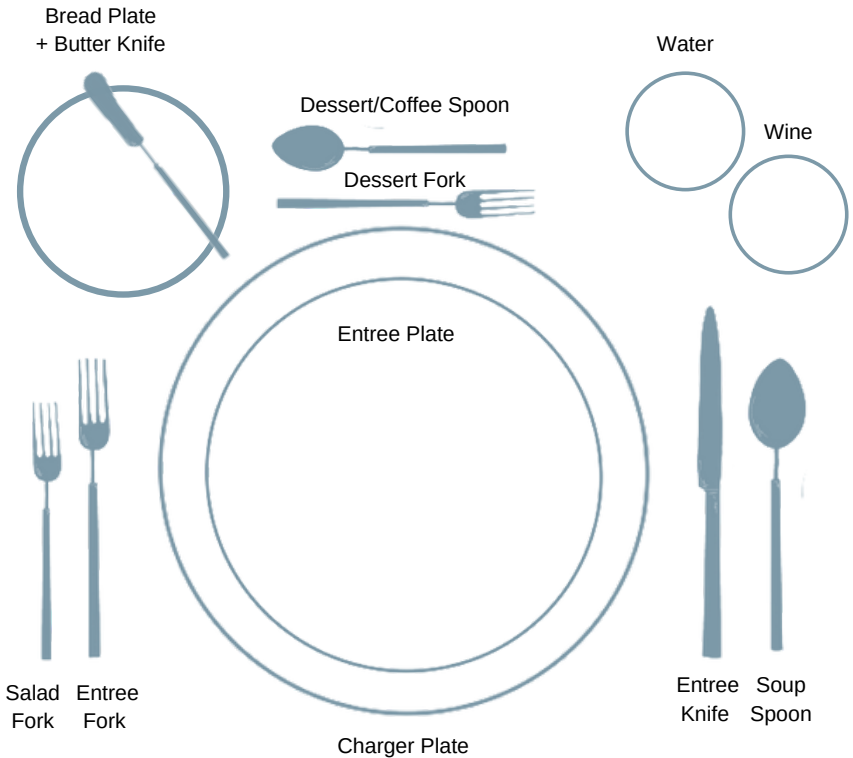
This is a fairly common setting and takes shape based upon personal design style and the courses that are being served.

A charger plate may be used (or not). Additional glassware may be needed such as additional wine or champagne glasses depending on if table service is part of the meal.

Dessert and coffee may or may not be served at the table and setting the dessert fork and coffee spoon would be determined if there is tableside service for this.

Although this is the most common setting, it is also the version that may vary the most as so much will depend on you menu and the dining experience you are looking to create for your guests.

# INFORMAL/SEMI-FORMAL



*Note: Edit the settings based upon the courses of the meal. Sometimes a Salad Knife is needed depending on the salad that is being served while the Soup Spoon might not be necessary if a soup course is not being served.*

*The Entree Plate may or may not be placed on the table and may be an aesthetic choice based upon your style.*

# **FORMAL**



## **WHAT TYPES OF EVENTS WOULD USE THIS SETTING?**

This is the most formal of the settings, and typically indicates a plated meal service including wine service.

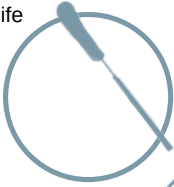
With this set-up being the most formal, it is important to stick to proper etiquette when designing the table and avoid personal creativity with how you choose to set the items on the table.

Though this is a formal setting, it is still rather basic, and additional flatware and glassware may be necessary depending on additional courses that are part of the dinner service. It is important to communicate with catering or the chef as to how dinner service will run and whether all items will be preset on the table or if the additional pieces will be set before each course.



# FORMAL

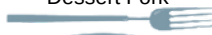
Bread Plate  
+ Butter Knife



Dessert/Coffee Spoon



Dessert Fork



Water



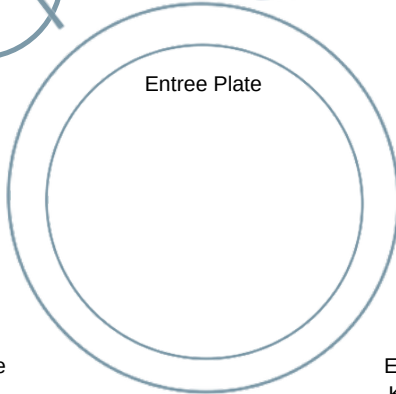
Wine



Champagne



Entree Plate



Salad Fork



Entree Fork



Entree Knife



Salad Knife



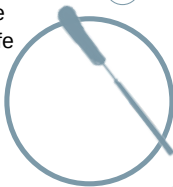
Charger Plate



Salt Cellars



Bread Plate  
+ Butter Knife



Dessert/Coffee Spoon



Dessert Fork



Champagne



Red Wine



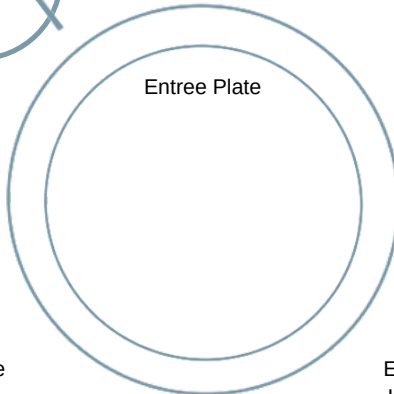
White Wine



Water



Entree Plate



Salad Fork



Entree Fork



Entree Knife

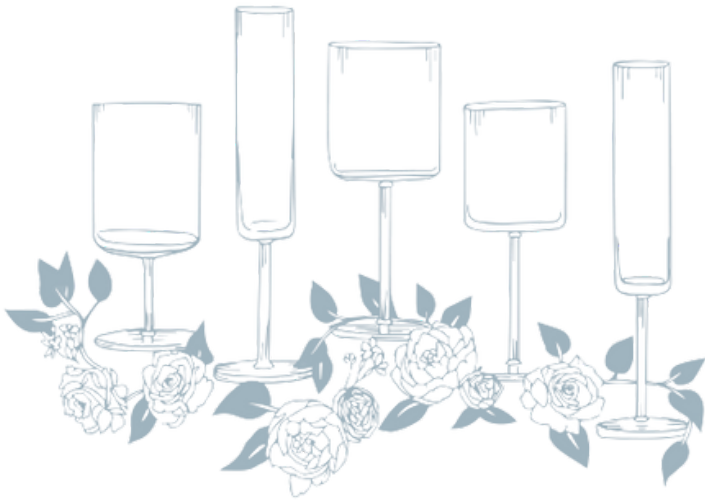


Salad Knife



Charger Plate

# SETTING GLASSWARE



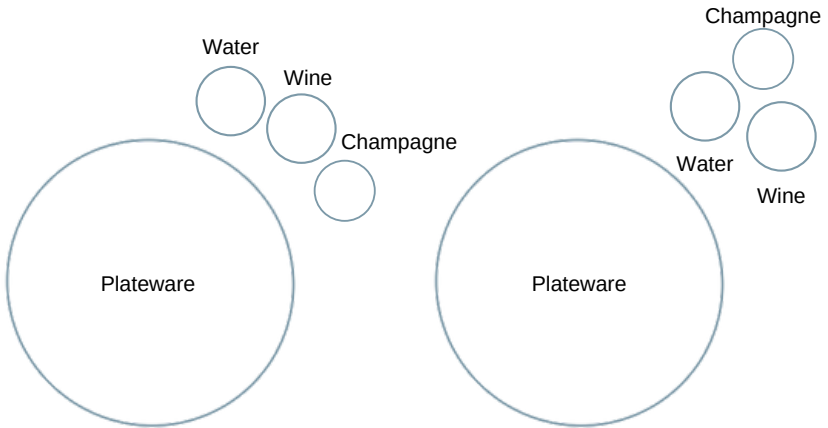
## COMMON GROUPINGS

Glassware settings can easily get tricky when you start adding pieces to your setting. More formal settings will typically feature additional glassware such as wine glasses for each course or a possible cocktail or glass of champagne.

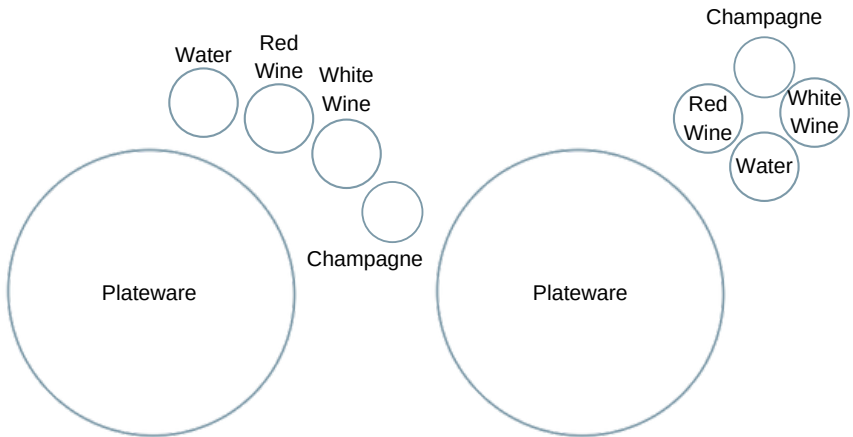
Depending on space at the table, you may have to shift or alter how you are able to set the glassware for each guest. We've offered a few common groupings that might assist you in determining what is best for your gathering.

# SETTING GLASSWARE

## THREE PIECES OF GLASSWARE



## FOUR PIECES OF GLASSWARE





# TREASURY RENTALS



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