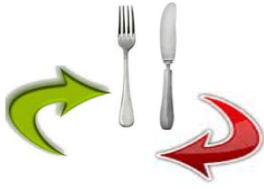


# SERVING AT TABLE



## SERVE ON THE FORK SIDE - REMOVE ON THE KNIFE SIDE

✓ Serve platters and plated food on the left (fork) side with the left hand. Exception: beverages are served and removed on the right. Exception: forks are placed from the left side and knives and spoons are placed from the right side. Remove plates from the right (knife) side.



## LEFT HAND SERVES - RIGHT HAND REMOVES

✓ Use your left hand to serve plates and your right hand to remove plates. For example, when removing plates, after you pick up the first plate with your right hand, you will need to transfer the plate to your left hand in order to take the next plate from the table.



## HOLD ONLY TWO PLATES AT A TIME

✓ Do not carry more than two plates to or from the dining room. Do not stack plates in the dining room or in the kitchen. Do not place clean forks, knives or spoons onto a dirty plate. Do not hold two plates in one hand unless you are very experienced with the technique.



## KEEP VERBAL COMMUNICATION TO A MINIMUM

✓ Most communication in the dining room will be made through gestures rather than speaking. For example, instead of asking a person if they would like wine, serve the wine but pause before the wine leaves the bottle. If the guest does not want more wine, they will hold up their hand.



## KEEP DISTANCE BETWEEN THE BOTTLE AND THE GLASS

✓ When pouring wine or water, do not allow the bottle, decanter or carafe to touch the glass. The right hand should grip the bottle so that the label on the bottle faces the person being served. For wine, give the bottle a slight twist before lifting the bottle to prevent drips.



## FILL WINE GLASSES TO THE WIDEST PART OF THE BOWL

✓ Fill wine glasses to the widest part of the bowl. For some glasses the appropriate level will be less. It is better to pour less wine than too much. Make a slight pause with the bottle near the wine glass before pouring the wine to give the guest the opportunity to refuse the wine.



## HOLD WINE GLASSES BY THE STEM

✓ Hold wine glasses by the stem when setting the table or when clearing. When serving wine at the table, place the glass on the table and then pour the wine. When serving wine in other parts of the house, place the filled glass on a round silver tray and then serve.



## SERVE BEVERAGES ON A TRAY - EXCEPT IN THE DINING ROOM

✓ When serving beverages in parts of the house other than the dining room, place the filled glass on a round silver tray and then serve. Place a quarter folded cocktail napkin under the glass. When serving beverages in the dining room, do not lift the glass from the table.