

Preparing for FAVORITE FOODS DAY CONTEST

ADAPTED FROM:

"Table Settings You The Designer"

by Jayne Decker, Hall County Extension Agent & Julie A. Albrecht, Extension Food Specialist

REFERENCES:

Kiner, F., Green, N.R. and Harris, N. 1984. Meal Management, 6th Edition. Macmillian Publishing Company, New York, NY.

Holmberg, R. 1983. Meal Management Today. Waveland Press, Inc. Prospect Heights, IL.

C:\Tracy\My Documents\4-H General\Favorite Foods Day Preparing

Do you know that you can be a designer each time you set the table? A designer chooses and arranges things according to a plan for beauty and order. Anyone can sling dishes on the table so it looks like disaster struck. Or the table can be attractively set with everything neatly in place. A neat, clean and attractive table setting makes any meal more enjoyable. Can you set such a table? Let's learn how.

Actually, there is more than one way to set a table. The usual way to set a table is to put all the dishes, flatware, and food on the table before anyone sits down. When there is company or for a special meal, part of the food may be left in the kitchen and served later. The way to set your table depends upon the way the meal is to be served.

Table appointments include any item used to set a table. Tablecloth, placemats, dinnerware, glassware, flatware, serving dishes, and the center piece are table appointments. Choose table appointments to fit the occasion. Paper plates, plasticware, and paper napkins may be used for a picnic but they would not be appropriate for a formal dinner.

ON YOUR MARK . . .

Wash your hands before handling any dishes. Determine how many will be served and what table appointments will be needed for the meal. A tray may be helpful to bring things to the table or to clear things from the table.

GET SET . . .

The Table Cover

The table covering is the background for the food and table appointments placed on it. It protects the table and makes for less noise. Placemats or tablecloths may be used. Sometimes the table is left bare. Be sure that the covering or table is clean.

Choose a cover that is appropriate for the occasion and the other table appointments. You may match or blend colors and textures in the dishes or use something quite different for contrast.

The Place Setting

Allow at least 20 inches for each person's dishes. This is called a "cover" and each cover is set exactly the same. A cover contains only the dinnerware and flatware for the meal served.

1. Put the plate in the center of the cover about 1 inch from the edge of the table.
2. Place the knives and spoons on the right side, the forks on the left about 1 inch from the plate and 1 inch from the edge of the table. Turn the cutting edge of the knife towards the plate. If there is more than one piece in each cover, such as one dinner fork and a salad fork or one teaspoon and a soup spoon, which one will be used first and place it outside the other one.
3. The napkins are usually folded into oblongs, and placed next to the forks. The fold of the oblong should be to the left so it opens like a book.
4. The beverage glass is placed about 1 inch above the tip of the knife.
5. If coffee or tea is served, the cup is placed on the saucer and set to the right of the spoon 1 inch from the edge of the table. Have the handle pointing to the right.
6. Salad and dessert bowls may be placed left of the forks and napkin or at the tip of the fork.

The Serving Pieces

1. Place the main dish in front of the family head. If it is hot, it will need a table protector or trivet underneath it.
2. Foods that are used together should be placed together, such as potatoes and gravy, bread and butter.
3. Serving spoons should be placed on the table beside the food bowls rather than in them until you begin serving the food.

The Centerpiece

The centerpiece should be coordinated with the table appointment and be appropriate for the occasion. If a centerpiece is used, it should not obstruct anyone's view. When candles are used, they should be lit with the flame above eye level.

The Meal Planning

When planning a menu, first decide on the main dish. Select appropriate vegetables, appetizer, soup or salad. Add a bread, dessert and beverage, if desired.

To plan menus for a whole day, plan the largest meal first. Plan the other meals next and include between meal snacks last. See mypyramid.gov to help plan nutritious meals.

A well-planned menus should:

- ◇ Conserve energy; human and mechanical.
- ◇ Consider the time required for the main course and total preparation time.
- ◇ Contain a variety of foods to meet the nutritional needs of those for whom it is planned.
- ◇ Be attractive, with a variety of colors, textures, shapes, sizes and flavors.
- ◇ Be suitable for the meal.
- ◇ Be readily prepared and easily served with equipment on hand.
- ◇ Show wise use of money and time.
- ◇ Utilize food in season, convenience and ready-to-serve foods.
- ◇ Incorporate proper food handling practices.

COMMON ERRORS IN PLANNING MEALS

FLAVOR

- ⊗ All bland flavors
- ⊗ Too many strong flavors
- ⊗ Repetition of food or flavor
- ⊗ No tart or acid-flavor
- ⊗ Too many sweet or too many sour foods

COLOR

- ⊗ Too many foods of same color
- ⊗ No contrast or variation
- ⊗ Clashing or unpleasant color scheme

SIZE

- ⊗ Too many mixtures
- ⊗ Too many small pieces of the same size and shape
- ⊗ Too many similar shapes
- ⊗ Lack of variety in shape

TEMPERATURE

- ⊗ Too many foods of the same temperature

FOOD GROUPS

- ⊗ Too many foods from one food group
- ⊗ Missing food groups (Breakfast and snacks should contain 2-3 food groups.)
- ⊗ Other meals should contain at least 4 food groups from the Daily Food Guide.

TEXTURE

- ⊗ Too many soft foods
- ⊗ Too many chewy foods
- ⊗ Too many crispy or crunchy foods
- ⊗ Lack of variety in texture

PREPARATION AND TYPE OF FOOD

- ⊗ Too many foods prepared in the same way, such as fried foods, creamed food, or foods with sauces
- ⊗ No main dish
- ⊗ More than one main dish
- ⊗ Too many starchy foods
- ⊗ Same fruit or vegetable more than once
- ⊗ Too many high protein foods

GUIDELINES FOR WRITING THE MENU

1. List the foods in the order in which they are served. Every menu will not include all the foods listed.

- ✓ Appetizer
- ✓ Main Dish
- ✓ Starchy vegetable
- ✓ Other vegetables
- ✓ Salad
- ✓ Bread
- ✓ Dessert
- ✓ Beverage

Broiled Ham
 Grilled Pineapple Slices
 Cole Slaw
 Hot Ginger Bread with Applesauce
 Coffee Milk

Group foods served in one course. Use a single space between each course and a double space between courses.

Cream of Broccoli Soup
 Curried Toast Fingers

 Fresh Fruit Salad Plate
 with Lime Sherbet
 Crescent Rolls

 Glazed Chocolate Roll
 Coffee Milk

2. Use capitals for all words except articles, conjunctions, and prepositions.

3. When an item on the menu has an accompaniment, place the main item to the left and the accompaniment to the right (A), or you may center the main item and write the accompanying item underneath (B), if more than one accompaniment appears, place one at each side on the same line (C), or place both on the same line below (D).

(A)
 Braised Pork Chops Applesauce

(B)
 Braised Pork Chops
 Applesauce

(C)
 Sesame Seed Wafers Tomato Bouillon Saltines

(D)
 Tomato Bouillon
 Sesame Seed Wafers Saltines

4. When a food is commonly prepared in more than one way, avoid confusion by describing the method of cooking, such as:

- (a) Roast Turkey
- (b) French Fried Potatoes

5. List each food with the exception of butter, cream, sugar, or salad dressing, unless it is something special, such as Honey Butter or Poppyseed Dressing.

6. List the beverage last.

7. Plan the spacing and arrangement of the items on the menu so that the written menu is symmetrical.

GUIDELINES FOR WRITING A RECIPE

Many food entries for fairs call for the exhibitor to include the recipe use. The format used for writing the recipe is also considered in the judging. Guidelines for writing the recipe follow.

HOW TO WRITE A RECIPE

CHARACTERISTICS OF A GOOD RECIPE

1. It should be accurate.
2. It should be complete.
3. It should be simple and clear.
4. It should list all ingredients in the order used.
5. It should give exact measurements in the easiest unit of measure (i.e., 1/4 cup, not 4 Tablespoons).
6. If possible in the space allowed, do not abbreviate.
7. Use weights for meat, when possible.
8. Use weight of fluid measure of canned foods (don't say "one can pineapple," say "one 12 ounce can of pineapple").
9. Use short sentences and clear, simple descriptions of methods.
10. Give word pictures, if possible (foamy, syrupy, lemon-colored).
11. Specify pan sizes.
12. Give 2 tests for doneness, if possible. For example, a thermometer reading and a cold water test for candy. Include baking temperature and baking time.
13. Give total yield of number of servings, and state serving size.

RECIPE CONSTRUCTION

RECIPE CONSTRUCTION / STANDARD FORM:

1. The most widely used and easily read form. Excellent for recipes containing many ingredients.
2. List all ingredients first, including any modifications of the ingredient. For instance, if your recipe requires 1 cup chopped nuts – the nuts should be measured after chopping. However, if the ingredients listed is 1 cup nuts chopped – the nuts are measured first, then chopped.
3. The method of combining the ingredients follows the listing. It may be stated in paragraph or numbered steps.

EXAMPLE OF A RECIPE WRITTEN IN THE STANDARD FORM:

WAFFLES

1 3/4 cups sifted enriched flour	1 1/4 cups milk
3 teaspoons baking powder	1/2 melted shortening
1/2 teaspoon salt	2 stiff-beaten egg whites
2 beaten egg yolks	

Preheat waffle iron. Sift dry ingredients; stir in combined egg yolk, milk and shortening. Fold in egg whites. Bake in hot waffle iron. Makes 8.

OR

1. Preheat waffle iron.
2. Sift dry ingredients into bowl.
3. Combine egg yolks, milk and shortening.
4. Stir into dry ingredients.
5. Fold in beaten egg whites.
6. Bake in hot waffle iron.
Makes 8 waffles.

RECIPE CONSTRUCTION / ACTION FORM:

1. Takes more space than the standard form, but it is easy to follow.
2. The narrative description of the "action" of combining ingredients is included with the list of ingredients.
3. Ingredients are described the same way as the Standard Form

EXAMPLE OF A RECIPE WRITTEN IN THE ACTION FORM:

WAFFLES

Preheat waffle iron
Measure and sift together into mixing bowl.

1 3/4 cups sifted enriched flour
3 teaspoons baking powder
1/2 teaspoon salt

Mix together:
2 beaten egg yolks
1 1/4 cups milk
1/2 cup melted shortening

Stir liquid ingredients into dry ingredients.
Fold in 2 beaten egg whites.
Bake in hot waffle iron.
Makes 8 waffles.

RECIPE CONSTRUCTION / NARRATIVE FORM:

1. The most difficult to follow. Requires very little space. Suited to simple recipes with few ingredients.
2. Include the ingredients and amounts with the method in paragraph form.

EXAMPLE OF A RECIPE WRITTEN IN THE NARRATIVE FORM:

WAFFLES

Preheat waffle iron. Measure out 1 3/4 cups of sifted enriched flour. Add 3 teaspoons of baking powder and 1/2 teaspoon salt and sift again. Separate the yolks from the whites of 2 eggs. Beat the yolks slightly. Add to the yolks 1 1/4 cups milk and 1/2 cup of melted shortening. Stir the liquid ingredients in to the dry ingredients. Beat the two egg whites until stiff but not dry. Fold the egg whites into the batter. Bake in a hot waffle iron. Makes 8 waffles.

RECIPE CONSTRUCTION / DESCRIPTIVE FORM:

1. Requires more space than other forms. Very easy to read and follow.
2. Ingredients, amounts, and missing directions are listed in 3 separate columns.
Each step in mixing is a separate paragraph.
Ingredients are described the same way as in the Standard Form.

EXAMPLE OF A RECIPE WRITTEN IN THE DESCRIPTIVE FORM:

WAFFLES		
8 waffles		
Flour, enriched, sifted	1 3/4 cups	Pre-heat waffle iron
Baking powder, double-acting	3 teaspoons	Sift dry ingredients into bowl
Salt	1/2 teaspoon	Combine egg yolks, milk and shortening
Egg, separated	2	Stir liquid ingredients into dry ingredients
Milk	1 1/4 cup	Fold in egg whites which have been beaten until stiff but not dry
Shortening, melted		Bake in hot waffle iron