

# 2024 4-H Table Setting Contest

Monday, July 15, 2024

Gage County Extension Meeting Room

Registration due: July 12

Minimum 5 participants

Premium Category 4 | Award Sponsor: Gage County 4-H Council

Open to all 4-H members. Participants will determine a theme (example: birthday, picnic, holiday, everyday, casual, formal, etc.) and creatively set one place setting including table covering, plates, silverware, glassware, and centerpieces. Include a menu card: nutrition, color, and taste should be considered and compliment your theme. Print or type menu on a half sheet of paper (8.5" x 11") or a recipe card. Table is provided. Participants should wear a 4-H t-shirt. The information attached will help you create your table setting.

4-H members will set up your Table Setting exhibit following correct table setting guidelines. After setting up the display, 4-H members will participate in interview judging, visiting individually with the judge. In addition, judging will be based on menu and display.

Register by filling out this form and sending it to the Gage County Extension Office. Individual presentation times will be assigned after registration deadline and emailed out.

As of January 1, 2024:

Clover Kids: ages 5-7

Junior Division: ages 8-11

Senior Division: ages 12 and older

## Guidelines in Creating Your Table Setting

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. A neat, interesting, clean and attractive table setting makes any meal more enjoyable.

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 and dishes may be left in the kitchen and served later. Diners at a buffet or a picnic may fill their plates and glasses before they are seated. The way to set your table depends upon the way the meal is to be served. Be creative and have fun! Color texture, design and creativity are important.

For the Table Setting Contest, one place setting is to be displayed. Include table covering, dinnerware, stemware, flatware, centerpiece and menu. **DO NOT PREPARE FOOD.**

**Select a Theme** — What is the occasion...a family dinner, a holiday, or lunch with friends? Select a theme which fits the occasion. Possibilities can run from a fishing party sack lunch to a formal Mother's Day dinner.

**Table Appointments** — These include any item used to set a table: tablecloth, placemats, dinnerware, glassware, flatware, and centerpiece. Choose table appointments to fit the occasion and carry out the theme. Paper plates, plasticware, and paper napkins may be used for a picnic but they would not be appropriate for a formal dinner. Flatware and dishware must be safe to eat from i.e., no glitter, glue, etc. is to be used on eating surfaces.

**Table Covering** — This is the background for the food and table appointments placed on it. It protects the table

and makes for less noise. Placemats and/or tablecloths may be used. Sometimes the table is left bare. Choose a covering which 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.

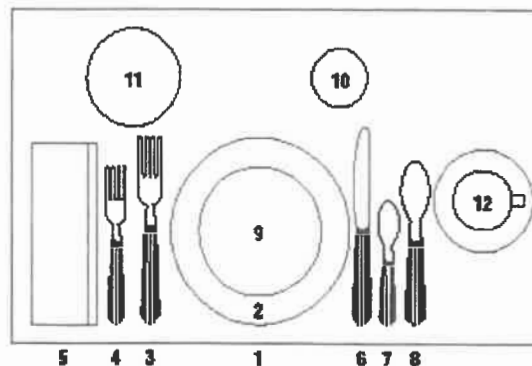
**Place Setting** — Allow at least 20 inches for each person's dishes. This is called a cover and each cover is set exactly the same. A cover contains the dinnerware and flatware for the meal served.

- Put the plate, china, pottery paper, glass, etc., in the center of the cover about one inch from the edge of the table. If a table is not used at the event, placement may vary.
- Place the knives and spoons on the right side, the forks (silver, plastic, etc.) on the left about one inch from the plate and one 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, place the one that will be used first outside the other.
- Napkins folded into oblongs are placed next to the forks with the fold to the left so it opens like book. Decorative and creative folds are encouraged. Placement of the napkin may vary.
- The first beverage glass is placed about one inch above the tip of the knife. If serving more than one beverage, place additional glass(es) to the right of first glass in order served.
- If coffee or tea is served, the cup is placed on the saucer and set to the right of the spoon. Have the handle pointing to the right.
- Salad, bread and/or dessert plate(s) — or bowl(s) — may be placed at the top of the fork(s).
- When selecting your cover, include a dish for each course. Placement may vary according to how and when food is served.

The following rules for setting a table correspond to the numbers seen in the table setting illustration below.

1. The flatware, plate, and napkin should be one inch from the edge of the table.
2. The plate is always in the center of the place setting.
3. The dinner fork is placed at the left of the plate.
4. If a salad fork is used, it is placed to the left of the dinner fork.
5. The napkin is placed to the left of the fork, with the fold on the left (unless a decorative/creative fold is used). The napkin may also go under a fork or on top of the plate.
6. The knife is placed to the right of the plate with the sharp blade facing in towards the plate.
7. The teaspoon is placed to the right of the knife.
8. If a soup spoon is needed, it is placed to the right of the teaspoon.
9. The soup bowl may be placed on the dinner plate.
10. The drinking glass is placed at the tip of the knife.
11. If salad, bread and/or dessert plate(s) — or bowl(s) — is used, place at the top of the fork(s).
12. The cup or mug is placed to the top right of the spoons.

*Note: Only the utensils needed are placed on the table.*



## Writing the Menu

The menu should be displayed on a 4x6 or larger on your choice of medium (index card, ceramic tile, chalkboard, etc.) printed or typed by the participant. You may decorated and/or prop up the menu.

- 1) (a) 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

### EXAMPLES FOR A FORMAL MEAL:

<b>Broiled Ham</b>
<b>Grilled Pineapple Slices</b>
<b>Cole Slaw</b>
<b>Hot Gingerbread with Applesauce</b>
<b>Coffee   Milk</b>

- (b) Group foods served in one course. Use single line spacing between food items and a double line spacing between courses.

- 2) Use CAPITALS at the beginning of all words except articles, conjunctions, and prepositions. Correct spelling is important.

- 3) When an item on the menu has an accompaniment:

- (a) place the main item to the left and the accompaniment to the right,

**Braised Pork Chops      Applesauce**

- (b) or you may center the main item and write the accompanying item underneath,

**Braised Pork Chops  
Applesauce**

- (c) if more than one accompaniment appears, place one at each side on the same line,

**Sesame Seed Wafers   Tomato Bouillon   Saltines**

- (d) or place both on the same line below.

**Tomato Bouillon  
Sesame Seed Wafers      Saltines**

<b>Cream of Broccoli Soup</b>
<b>Curried Toast Fingers</b>
<b>Fresh Fruit Salad Plate with Lime Sherbet</b>
<b>Crescent Rolls</b>
<b>Glazed Chocolate Roll</b>
<b>Coffee   Milk</b>

- 4) When a food is commonly prepared in more than one way, avoid confusion by describing the method of cooking, such as: Roast Turkey or 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 beverages last.

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

- 8) Consider creativeness when choosing names of menu items (except for formal menus). Formal menus must use original names of items. Ex. using Patriotic Punch for a 4th of July theme and Cherry Punch for a formal theme.

## Common Errors in Planning Meals

### PREPARATION AND TYPE OF FOOD

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

### NUTRITION

- Too many foods from one food group
- Missing food groups
- Contain a variety of foods not meeting the nutritional needs of those for whom it is planned

### TEMPERATURE

- Too many foods of the same temperature
- Not enough time allotted for preparation

- Need to keep hot foods hot and cold foods cold
- Food not stored at safe temperature (special consideration needed for picnics)

### FLAVOR

- All bland flavor
- 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

### TEXTURE

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

### SIZE

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

# Writing 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) Do not abbreviate, if space allows.
- 7) Use weights for meat, when possible.
- 8) Use weight or fluid measure of canned foods (don't say "1 can pineapple", say "one 12 ounce can of pineapple".)
- 9) Use short sentences and clear, simple descriptions of methods.
- 10) Give work pictures, if possible (foamy, syrupy, lemon-colored).
- 11) Specify pan sizes.
- 12) Give 2 tests for doneness, if possible, (Ex: 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

### 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  $\frac{3}{4}$  cups sifted enriched flour  
3 teaspoons baking powder  
 $\frac{1}{2}$  teaspoon salt  
2 beaten egg yolks

1  $\frac{1}{4}$  cups milk  
2 Tablespoons melted shortening  
2 stiff-beaten egg whites

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.

# Gage County 4-H Table Setting Contest

Name: \_\_\_\_\_

Club: \_\_\_\_\_

4-H Age: \_\_\_\_\_

(As of Jan. 1, current year)

Division: \_\_\_\_\_ Junior Division (under age 12)  
 \_\_\_\_\_ Senior Division (age 12 & over)

Occasion: \_\_\_\_\_

1=needs improvement    2=average  
 3=good    4=very good

<b>MENU</b>						<b>COMMENTS</b>
Menu written correctly and neatly?	1	2	3	4		
Does meal contribute adequately to total daily needs? Nutritional Value?	1	2	3	4		
Do the flavors and colors of the foods complement each other?	1	2	3	4		
Are the foods suitable for the occasion?	1	2	3	4		
<b>TABLE SERVICE</b>						
Is the centerpiece appropriate (color, height, occasion, etc.)	1	2	3	4		
Is the tablecloth or placemat suitable?	1	2	3	4		
Are the dishes and flatware suitable?	1	2	3	4		
Is the complete "cover" correctly set?	1	2	3	4		
Does the creativity show originality and creativity?	1	2	3	4		
<b>PARTICIPANT</b>						
Is the 4-H member appropriately dressed?	1	2	3	4		
Does the 4-H member show understanding of food preparation in relation to the menu?	1	2	3	4		
Does the 4-H member show understanding of daily food needs?	1	2	3	4		
<b>DISPLAY AND PRESENTATION</b>						
Overall effect coordinates occasion/theme.	1	2	3	4		
Does the display contain, menu, place setting, centerpiece, table covering?	1	2	3	4		