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UNIVERSITY OF
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EXTENSION

Know how. Know now.

FOOD REVUE

CREATING YOUR TABLE

WRITING THE MENU

HOW TO WRITE A RECIPE

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 Favorite Food Revue, one place setting is to be displayed; include table covering, dinnerware, stemware, flatware, centerpiece, menu, and the recipe of your favorite food. You **MUST** bring a card table for the display. Plate and utensils must be safe and sanitized (non-toxic) (for example, do not paint utensils or use a hub cap). Select and prepare one dish off of your menu and include the recipe. The favorite food may be displayed as the whole dish or as one serving

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.

Here are some table appointment hints:

- Formal - use candles (not lit), more than three pieces of flatware, china (no stoneware), tablecloth and/or mats are acceptable and cloth napkins.
- Casual, Picnic, Birthday - be creative! Theme can be indoors or outdoors. Use any type of cover (tablecloth, blanket, paper, etc.) and any type of table service. Overall place setting should be an expression of the youth's creativity; homemade touches are encouraged! It should be evident which theme you have selected.

Table Covering — This is the background for the food and table appointments placed on it. It protects the table and muffles the noise of clanking glassware and dishes. 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.

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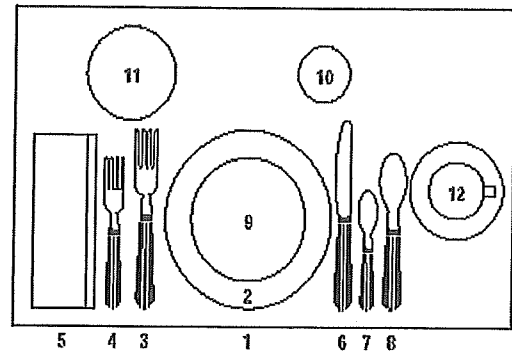


Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

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.

Source: Purdue University Indiana 4-H

- 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 a 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.


Centerpiece - The centerpiece should be coordinated with the table appointment and be appropriate for the occasion. It should be colorful and blend with the tablecloth and the dishes; and be fresh and clean looking. Even though a single place setting is set, the centerpiece should be visible to all as if the entire table was set and should not obstruct anyone's view of each other. Simple centerpieces, such as fresh flowers, a plant, or fruit can be used. If candles are used, they should be of the length so that if they were lit, they would be above eye level. Centerpiece candles are NOT to be lit. *Points will be deducted for lit candles.*

Menu - 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. Use My Pyramid to plan nutritious meals. Breakfast, party, and picnic menus should contain two or three food groups. Other meals should contain five food groups. Participants are encouraged to develop interesting and creative menus. For example, you might name a food to fit your theme. **For more information about MyPyramid, go <http://www.mypyramid.gov/>**

Write or type your menu on a 4 x 6 card, using a correct menu writing format. Contestants must do their own cards.

Note: The use of alcoholic beverages in any menu will disqualify entry.

Writing the Menu

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

- (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

- 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.

Examples for a Formal Meal:

Boiled Ham

Grilled Pineapple Slices

Cole Slaw

Hot Gingerbread with Applesauce

Coffee Milk

Cream of Broccoli Soup
Curried Toast Fingers

Fresh Fruit Salad Plate
with Lime Sherbet
Crescent Rolls

Glazed Chocolate Roll
Coffee Milk

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

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., $\frac{1}{4}$ cup, not 4 Tablespoons).
- 6) If possible in space allowed, do not abbreviate.
- 7) Use weights for meat, when possible.
- 8) Use weight or 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 of 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

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.

Action Form

- 1) Takes more space than the standard form, but 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.

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: Narrative Form

Waffles

Preheat waffle iron. Measure out 1 $\frac{3}{4}$ cups of sifted enriched flour. Add 3 teaspoons of baking powder and $\frac{1}{2}$ teaspoon salt and sift again. Separate the yolks from the whites of 2 eggs. Beat the yolks slightly. Add to the yolks 1 $\frac{1}{4}$ cups milk and $\frac{1}{2}$ cup of melted shortening. Stir the liquid ingredients into 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.

Example: Standard Form

Waffles

1 $\frac{3}{4}$ cups sifted enriched flour	1 $\frac{1}{4}$ cups milk
3 teaspoons baking powder	$\frac{1}{2}$ cup melted shortening
$\frac{1}{2}$ 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.

Example: Action Form

Waffles

Preheat waffle iron
Measure and sift together into mixing bowl:
1 $\frac{3}{4}$ cups sifted enriched flour
3 teaspoons baking powder
 $\frac{1}{2}$ teaspoon salt
Mix together:
2 beaten egg yolks
1 $\frac{1}{4}$ cups milk
 $\frac{1}{2}$ cup melted shortening
Stir liquid ingredients into dry ingredients.
Fold in 2 beaten egg whites.
Bake in hot waffle iron.
Makes 8 waffles.