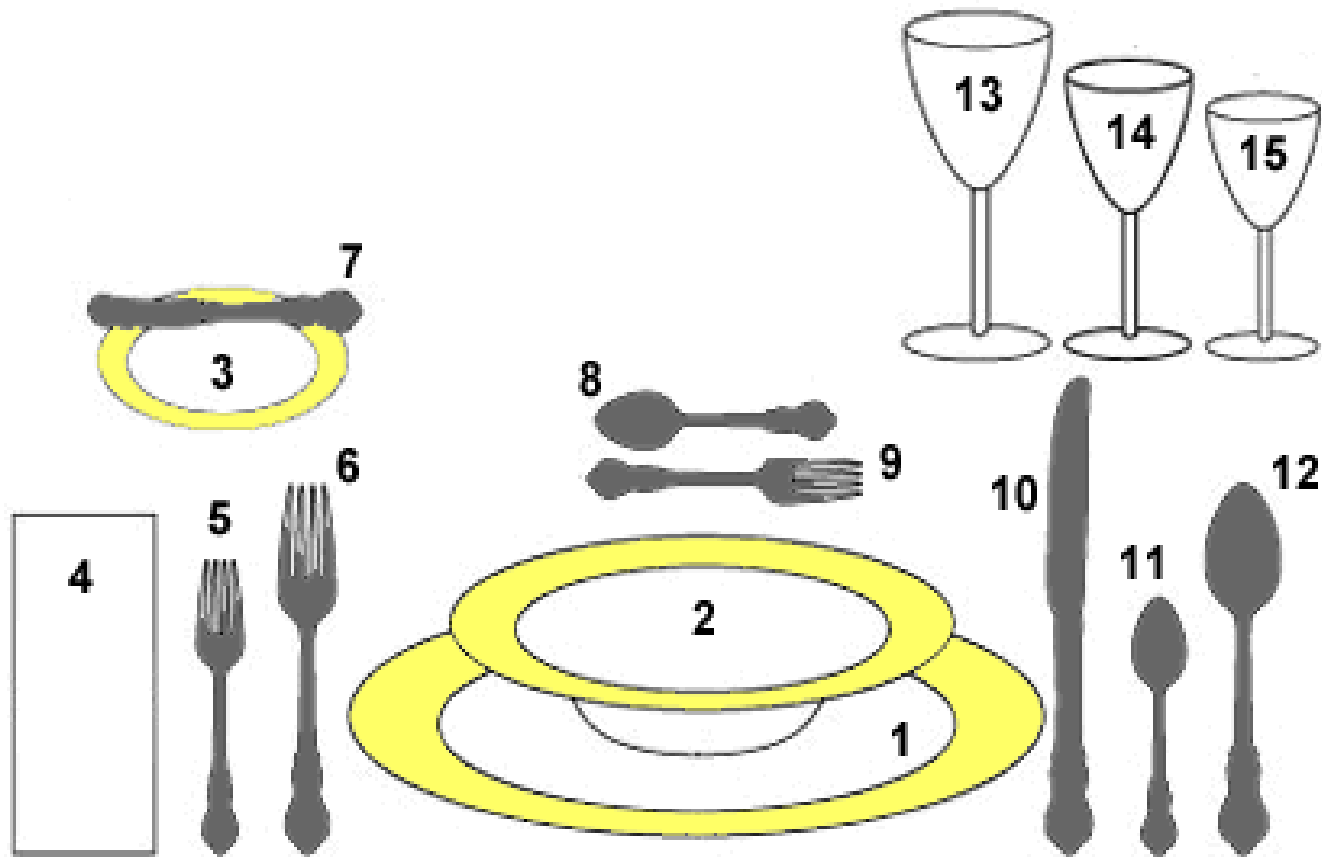


Gamma Iota Sigma Etiquette Dinner



Table Setting



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1. Dinner plate

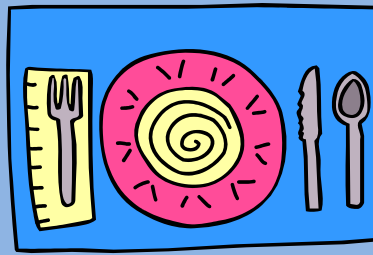
- Center of the place setting.
- While still eating, place fork at 8:00, tines facing down, and knife at 4:00.
- When finished eating, place both your fork and knife across the center of the plate, handles to the right at 4:00.

2. Soup bowl

- For soup, dip the spoon into the soup, from the edge of the bowl to the center, moving away from you.
- Sip, not slurp, from the edge of the spoon. Set the spoon on the plate once finished – do not leave it in the bowl. Do not blow on the soup!

3. Bread plate

- Belongs just above the tip of the fork.
- Bread should be broken into bite -sized pieces, not cut.
- Butter only the piece you are preparing to eat. When butter is served, put some on your bread plate and use as needed.



4. Napkin

- Placed to the left of the fork with the fold on the left. Sometimes placed under the forks or on the plate.
- If you need to excuse yourself from the table, place napkin by your plate and say “Excuse me.”

5. Salad fork

- A salad fork belongs to the left of the dinner fork. You work from the farthest from your plate and work your way in to the plate

6. Dinner fork

- Placed to the left of the plate. If there are three forks, they are usually salad, fish, and meat, in order of use, from outside in to the plate.



7. Butter knife

- Place horizontally on bread plate.

8. Dessert spoon

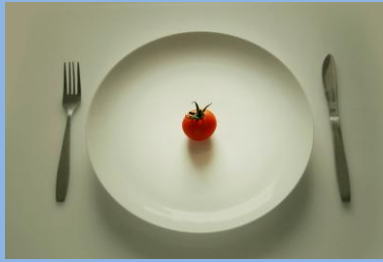
- Above the plate.

9. Cake fork

- Above the plate.

10. Dinner knife

- To the right of the plate. Sometimes there are multiple knives, perhaps for meat, fish, and salad, in order of use from outside in to the plate.



11. Tea spoon

- To the right of the dinner knife.

12. Soup spoon

- If needed, to the right of the tea spoon.

13. Water glass

- Just above the tip of the knife.



14. Red wine glass

- To the right of the water glass. Red wine is room temperature or cool but not chilled.

15. White wine glass

- To the right of the red wine glass. A glass of white wine is held on its stem to preserve the chill.

16. Coffee cup and saucer

- Not pictured - If needed, bring at time of coffee service.

Serving Food

- Pass food from the left to the right.
- Food is served from the left and dishes are removed from the right.
- If asked for the salt or pepper, pass both together even if a table mate asks for only one of them. Set them down on the table rather than put in next person's hands. This is also the same for bread basket and butter plate.
- Butter, spreads, or dips should be transferred from the serving dish to your plate before spreading or eating.

General Dining Etiquette

- Never start eating before a signal from the host to do so. Normally you wait until everyone is served.
- For soup, dip the spoon into the soup, from the edge of the bowl to the center, moving away from you. Only fill it 3/4 full to avoid spilling. Sip, not slurp, from the edge of the spoon. Do not insert the whole bowl of the spoon into your mouth.
- It is proper to tip a soup bowl slightly to get all of the soup.

General Dining Etiquette

- Never turn the glass upside down to decline wine. It is more polite to let the wine be poured and not draw attention to yourself. If you are asked about wine and will not be drinking, quietly decline.
- Do not ask for a doggy bag unless it is an informal dining situation.
- Do not smoke at the table.
- Do not ask to taste someone else's food and do not offer a taste of your food to someone else.

General Dining Etiquette

- Taste your food before seasoning it.
- For hard to scoop items like peas, use your knife or a piece of bread to push the items onto your fork. Do not use your fingers.
- Always scoop food away from you.
- Do not sop up remains on your plate with your bread.
- Avoid burping and cracking your knuckles.
- Do not lick your fingers.

General Dining Etiquette

- Do not talk with your mouth full and chew with your mouth closed.
- Cut only enough food for the next mouthful.
- Practice good posture. If *not* eating, place your hand in your lap or rest your wrists on the edge of the table. Do not put your elbows on the table.
- Keep your left hand in your lap unless using it.
- Do not wave your fork during conversation.

General Dining Etiquette

- If hot food is burning your mouth, discretely drink something cool to counteract the food.
- Try to pace your meal to finish at the same time as your host or the most at the table.
- Turn off your cell phone or switch it to silent or vibrate mode before sitting down to eat and leave it in your pocket or purse. It is impolite to answer a phone during dinner.
- Whenever a woman leaves the table or returns to sit, all men seated with her should stand up.

General Dining Etiquette

- Do not blow your nose at the dinner table. Excuse yourself to visit the restroom. Wash your hands before returning to the dining room.
- If you cough, cover your mouth with your napkin to stop the spread of germs and muffle the noise. If your cough persists, excuse yourself to visit the restroom. Wash your hands before returning to the dining room.
- Drinking too much is not acceptable.

General Dining Etiquette

- When dining out, order foods that can be eaten with utensils.
- Meeting materials or briefcases should be placed under your chair until it is time to discuss business.

Restaurant Reservations

- Restaurant reservations are like any other appointment. If you make a reservation, stick to it.
- Call ahead if you are going to be more than 15 minutes late, and cancel as far in advance as possible if your plans change so that someone else can get a table. Some restaurants take credit card numbers to hold reservations and charge no-show fees.

Dividing / Sharing the Restaurant

Bill with Others

- Always assume that if you are dining in a group of more than 6 people (3 couples), that the check is going to be divided evenly among everyone.
- When dining with other couples, if you *know* you are going to ask for a separate check, tell the server before you order so that the process is simplified later.

Proper Tipping Etiquette in a Restaurant

- At a restaurant, always leave a tip. Tips can vary from 15% to 25%. Figured on pretax amount.
- Waiter: 15% to 20% of the bill; 25% for excellent service
- Wine steward: 15% of wine bill
- Bartender: 10% – 15% of bar bill
- Coat check: \$1.00 per coat
- Car attendant: \$1.00 - \$2.00

Proper Tipping Etiquette in a Restaurant

- Remember that the amount you tip reflects the total price before any coupons, gift certificates, etc. Just because you get a discount, does not mean that your server did not serve up the full order.

General Grooming Comment

- People are often evaluated on their shoes and their hands.
- Shoes should be polished and maintained.
- Hands should have clean, clipped nails and conservative manicured nails.