THE PROTOCOL SCHOOL OF TEXAS

presents

A Properly Appointed Table



Utensils are placed in the order they will be used. Always work from the "outside in".

When dining Continental Style, the table should be set with the fork tines facing downward. When dining American Style, the table should be set with the fork tines facing upward.

The napkin may be either in the center of the plate or to the left of the fork.

Bottoms of all flatware align.

EOPLE, LIKE DIAMONDS, HAVE A BASIC MARKET VALUE, BUT IT IS ONLY AFTER THEY HAVE BEEN POLISHED THAT THE WORLD WILL PAY THEIR REAL VALUE.

~William Thourlby

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Nationally Recognized Etiquette Training