



*Five Course  
Instructional Dinner*

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# *Mission Statement*

*To act and learn to treat others with honor, dignity, and respect for better relationships with family, friends, and associates and to learn and practice ballroom dance.*



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# *Welcome*

- *Gentlemen, assist your partner to her chair.*
- *Ladies, enter the chair from the right.*
- *Gentlemen, slide the ladies chair under under her slowly.*
- *Ladies, please thank the Gentlemen.*
- *Please do not touch anything on the table until I instruct you.*
- *Remember, This is an Instructional Dinner!*

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# *Responsibilities*

- *Everyone*
  - *Show courtesy to all servers. Use eye-to-eye contact and say, "Thank you."*
- *Gentleman, Guest of Honor, and Hostess*
  - *Responsibility: The Social Chair*
  - *Engage all guests in polite conversation.*
  - *Hostess begins and concludes all meals.*
    - *Places her napkin on lap to begin meal*
    - *Places her napkin to the left of her plate to end meal*

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# *Responsibilities Continued*

- *Host and Lady Guest of Honor*
  - *Responsibility: Liaison*
  - *Pace your eating with the Hostess.*
  - *Help Hostess and Gentleman Guest of Honor engage all guests in polite conversation.*
- *Guests*
  - *Responsibility: Active Participant*
  - *Watch and follow the lead of the Hostess.*
  - *Always engage in polite conversation.*

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# American Style Place Setting

SALT SPOON

INDIVIDUAL SALT  
CELLAR

INDIVIDUAL PEPPER POT

BUTTER KNIFE

BREAD AND BUTTER  
PLATE

SALAD FORK

DINNER FORK

PLACE CARD

PLACE PLATE

NAPKIN

MENU CARD

DESSERT KNIFE

DESSERT FORK

DESSERT SPOON

WATER GOBLET

GLASS LINER

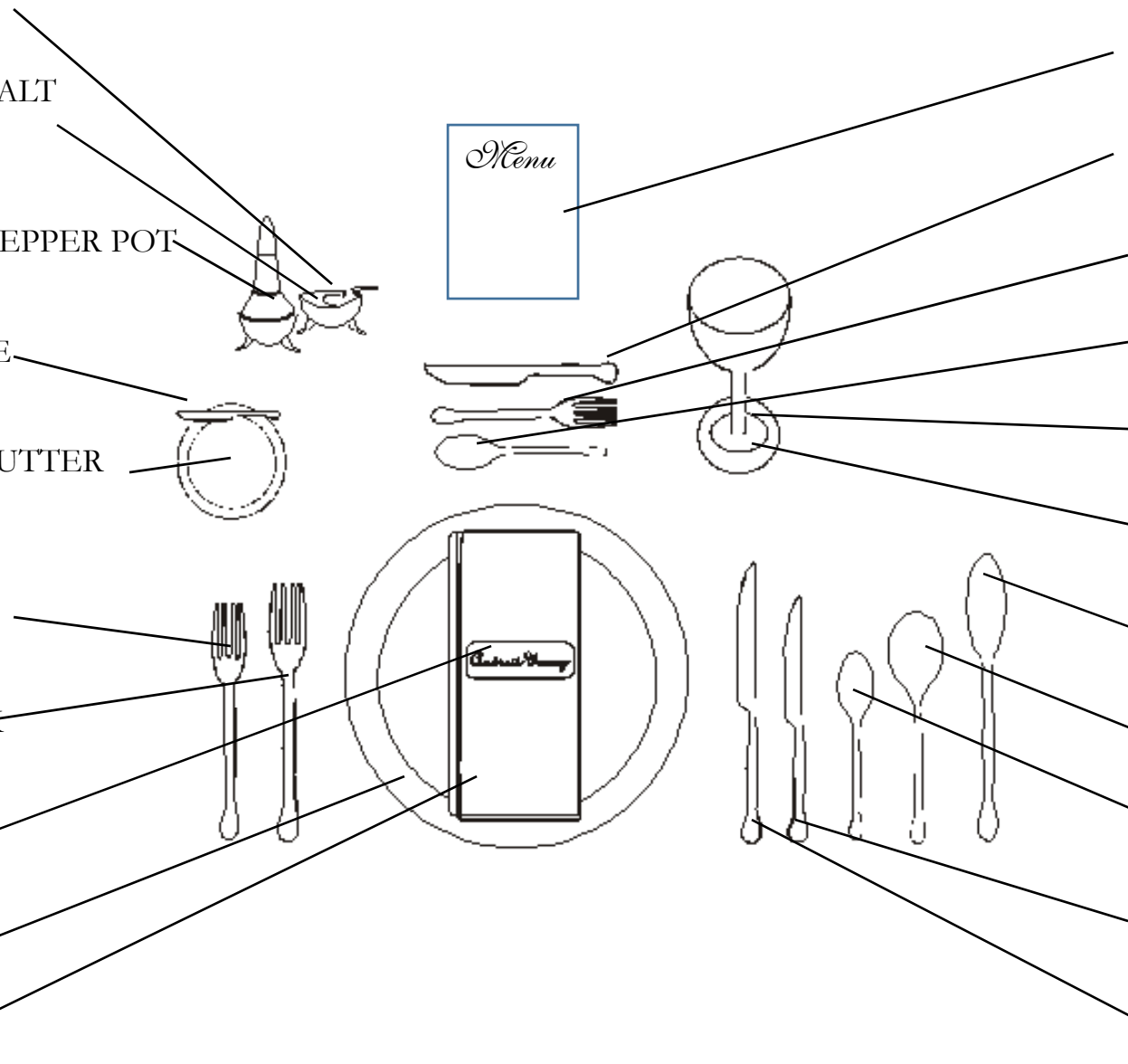
TEA SPOON

SOUP SPOON

SORBET SPOON

SALAD KNIFE

DINNER KNIFE





# Napkins

*Everyone must follow the designated Hostess' lead.*

*Remove from the left hand side and bring napkin to your left side.*

*Slightly shake the napkin to unfold it.*

*Fold the dinner napkin in half and place the fold facing your lap.*

*If you leave the table before you are finished, place the napkin on the seat or arm of the chair.*

*Place the napkin to the left of the plate when you are completely finished with your meal.*

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# *Unsweetened Tea*

Servers may begin bringing the unsweetened iced tea.

## *Adding Lemons*

*For lemon slices – carefully drop it in*

*For lemon wedges – cover the glass and squeeze*

## *Adding Sugar*

*Sugar Bowls – spoon your sugar; pass to the right*

*Sugar Packets – slide empty packets under the lip of plate*

## *Stirring*

*Without making noise, stir tea in back and forth motion,  
and place your spoon on your tea glass saucer.*

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Next: First Course - Bread





# *First Course - Bread*

Servers may begin bringing in the bread.

- *Pass the bread basket to your right.*
- *Pass the butter to the right.*
- *Bread Eating Etiquette:*
  - *Hold the bread in your left hand.*
  - *Break off a piece with your right hand.*
  - *Use the butter knife to butter each piece.*

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Next: Second Course - Soup



# *Second Course - Soup*

Servers will begin bringing in the soup in a bowl on a liner. Please shift your weight to the right so that they may serve you from your left.

- *Never blow on your soup, never stir it, and never slurp it.*
- *Spoon the soup away from you.*
- *Eat from the side of your soup spoon.*
- *Keep good posture.*
- *Hostess should be the first to pick up her spoon.*

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Next: Second Course Continued



# *Second Course Continued*

- *After a few bites, put your spoon down on the liner plate and enjoy your company.*
- *Do not leave your spoon in your bowl.*
- *When you are finished, place your soup spoon on the liner plate.*

Servers will remove your soup bowls and soup spoons when you have finished. Please shift your weight to the **left** so that they may remove your soiled dishes from the **right**.

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Next: Third Course Salad



# *Remember Your Responsibilities*

*Everyone - Show courtesy to all servers. Use good eye contact, and say, "Thank you".*

*Gentleman Guest of Honor and Hostess - Engage all guests in polite conversation.*

*Host and Lady Guest of Honor - Help Hostess and Gentleman Guest of Honor engage all guests in polite conversation. Pace your eating with the Hostess.*

*Guests - Watch and follow the lead of the Hostess. Always engage in polite conversation.*

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## *Third Course - Salad*

Servers will begin bringing in the salad. They will serve from the **left**; remember to shift to the **right**.

- *Remember to wait for your Hostess to pick up her salad fork before you begin your meal.*
- *Use your salad fork and knife when you eat your salad. Cut one or two bites in manageable portions.*

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Next: Third Course Continued



## *Third Course continued*

- *If you drop your utensil...*  
*Let the server pick it up and bring you a clean one.*
- *If you spill something...*  
*Stand and let the server clean the area.*
- *If you spill something on yourself...*  
*Do not launder this at the table; go to the restroom.*

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NEXT: Fourth Course - Sorbet



# *Remember Your Responsibilities*

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# *Sorbet*

Servers will begin bringing in the sorbet.

They will serve from the **left**; remember to shift to your **right**.

## *Eating Sorbet*

- *Use your spoon and cut toward you.*
- *Take small bites.*
- *Place your spoon on the liner plate in finished position.*

When the servers remove your soiled dishes, they will take your liner plate, service plate, and used sugar packets. They will remove from the **right**; please to shift to your **left**.

Next: Fourth Course -Entrée





## *Fourth Course – Entrée*

Servers will begin bringing the entrée. They will serve from the left;

remember to shift to your right.

### *General Rules:*

- *Wait for your hostess to lift her fork, to begin eating.*
- *Do not eat all your meat at once, then all your vegetables.*
- *Eat around your plate.*
- *Avoid putting too much food on your fork,*
- *Keep your elbows close to your body.*

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Next: Fourth Course Continued



# *Fourth Course continued*

## *Cutting your meat:*

- *Knife in right hand with your index finger on top.*
- *Fork in left hand with tines down.*
- *Press your knife next to the tines of the fork.*
- *Cut only one piece at a time, and chew thoroughly.*
- *After cutting your meat, put your knife across the top of your plate with the blade toward you.*
- *Between each bite, rest your fork on your plate (tines up, parallel to your knife).*

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Next: Fourth Course Continued...



# *Fourth Course Reminders*

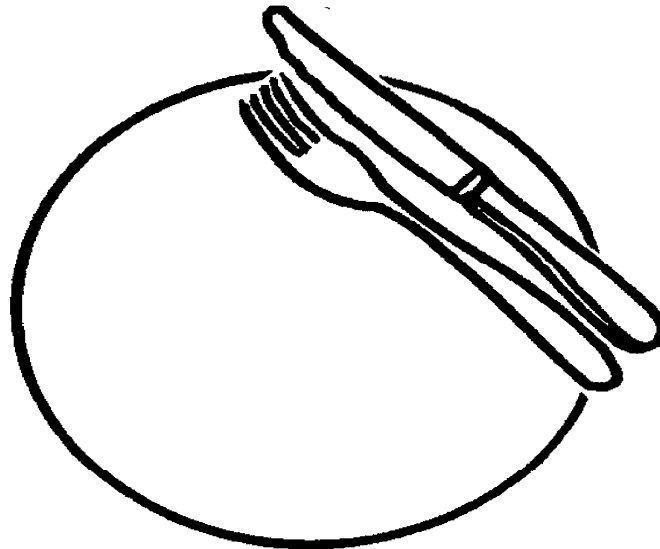
- *Never wave food or cutlery as you are dining.*
- *Do not drink liquid if you have food in your mouth.*
- *Always chew with your mouth closed.*
- *No talking with food in your mouth.*
- *Ask for something you need (no reaching).*
- *Watch your conversations; avoid sensitive or unappetizing subjects.*
- *Left hand should remain on your lap.*

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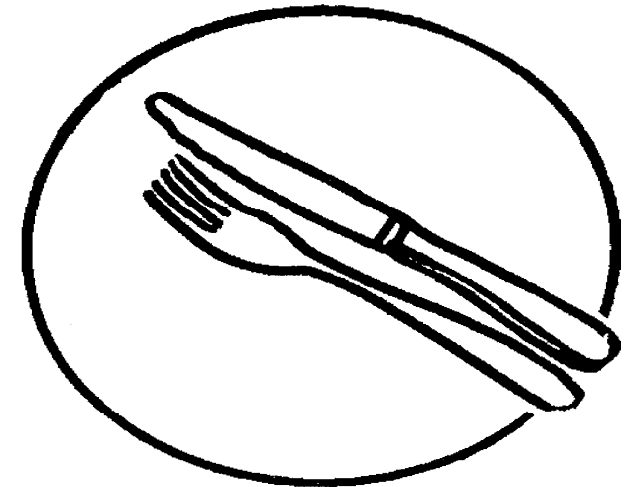
Next: American Resting and Finished Positions



# *American Style Resting and Finished Positions*



**AMERICAN  
RESTING POSITION**  
(Tines up)



**AMERICAN  
FINISHED POSITION**  
(Tines up)

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# *Continental Style*

*Try Eating Continental Style:*

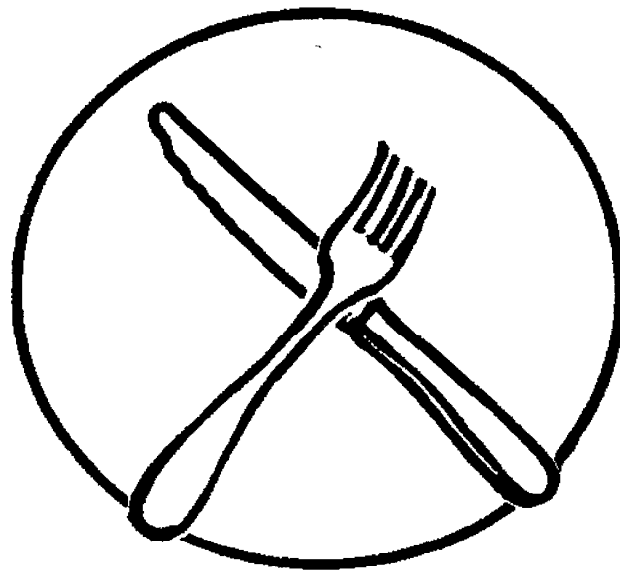
- *Place the dinner fork in your left hand with the tines down.*
- *Place the knife in your right hand.*
- *Knife is used as a “pusher”.*
- *Both wrists stay on the table at all times.*

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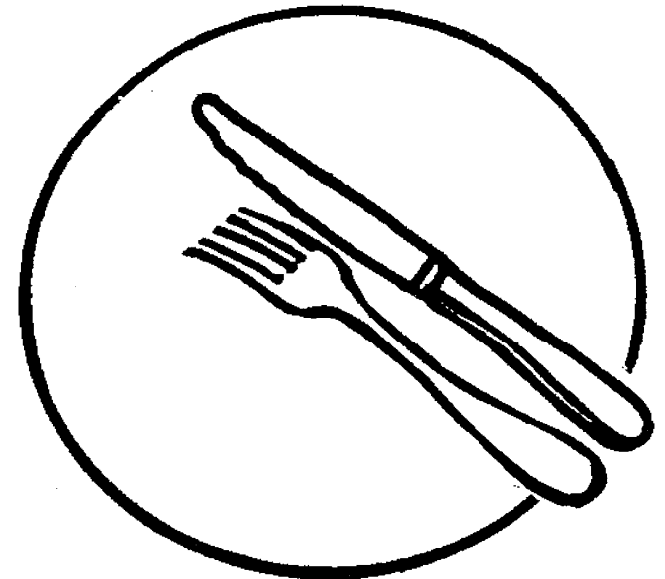
Next: Continental Resting and Finished Positions



# *Continental Style Resting and Finished Positions*



**CONTINENTAL  
RESTING POSITION**  
(Tines down)



**CONTINENTAL  
FINISHED POSITION**  
(Tines down)

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# *Remember Your Responsibilities*

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# *Fourth Course continued*

Servers will begin crumbing the table. They will serve from the left; remember to shift to your right.

## *Crumbing the Table*

*After the entrée has been removed, the servers will crumb the table.*

*They will use a brush or folded napkin from the left side of each guest and hold a plate in their right hand. Using only 3 swipes, they will clean any crumbs from the table onto the plate.*

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Next: Fourth Course Continued...





## *Fifth Course – Dessert*

The servers will bring in the dessert and will bring down the dessert fork or spoon to the left side of the dessert plate. They will serve from the left; remember to shift to your right.

*Enjoy this last course by remembering your social responsibilities and by having pleasant conversations.*

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Next: Finger Bowls



# *Finger Bowls*

Servers will remove the dessert dishes from the **right**; remember to shift to your **left**. Then, the finger bowls will be placed in front of you.

## *Using a Finger Bowl*

- *Lightly dip your **right** fingertips into the finger bowl.*
- *Lightly dip your **left** fingertips into the finger bowl.*
- *Dry your fingers on the napkin in your lap.*
- *You may touch your lips with your wet fingers, then lightly pat your lips with your napkin.*

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Next: After Dinner Mints



# *After Dinner Mints*

Servers will serve the mints in a bowl with a small spoon; the server will hold the bowl for each person at the table.

- *Use the spoon provided.*
- *Place the mints into the palm of your hand.*
- *Eat your mints.*
- *Hostess place your napkin to the left of your place setting to signify the conclusion of the meal.*
- *Everyone else may follow your hostess' example.*

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Next: Conclusion



# *Finishing The Meal*

## *Gentlemen should:*

- *Rise.*
- *Place their chairs under the table.*
- *Help the ladies out of their chairs.*
- *\* Place the ladies' chairs under the table.*
- *Help the ladies with their coats.*
- *Open the facility door and the car door for the ladies.*
  
- *Ladies, introduce your escort to your driver.*

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*On behalf of the National  
League of Junior Cotillions, I  
congratulate you on  
completing the Five Course  
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