

Slide #1 NLJC Mission Statement

**Directors, take a deep breath, smile, and enjoy the evening!**

Slide #2 Welcome!

Additional notes:

Gentlemen, if you have two partners, please help both of them.

Gentlemen, enter the chair from the left; do not turn your back on your partner.

Slide #3 Responsibilities

Gentleman Guest of Honor and Hostess:

If you notice someone is not participating, wait for a natural break in the conversation.

Then, ask that person a polite, direct and open-ended question.

The Hostess will signal the beginning of the meal by placing her napkin on her lap. The hostess does not

begin a course until everyone at the table has been served.

The Hostess will signal the conclusion of the meal by placing her napkin to the left of her plate.

Slide #4 Responsibilities continued

Host and Lady Guest of Honor:

Your job is to pace your eating with the hostess so that the rest of the guests may pace their eating with the

Hostess.

You should also help the Gentleman Guest of Honor and Hostess engage in polite conversation with the other

guests.

Guests:

Your job is to watch the hostess and follow her lead to begin and finish each course. If you cannot see her plate, use the Gentleman Guest of Honor, Lady Guest of Honor or Host as a benchmark to pace your eating.

ALWAYS engage in polite conversation. Try not to answer a question with a single word. Instead, use a full sentence.

Slide #5 American Place Settings

An etiquette rule states that there should never be more than 13 pieces of silver at a table. Additional pieces of silver will be brought with each new course.

We will begin with 9 pieces.

Let me review all the pieces for you... **Directors, talk about each of the items shown in this picture.**

For an American Style Meal, the salad will be served BEFORE the entrée.  
For a Continental Style Meal, the salad will be served AFTER the entrée. The Europeans believe the salad will cleanse the palate before the dessert.

Menu Cards and place cards are usually found at any formal dinner.

#### Salt and Pepper Shakers

Individual sets for every place setting or at least 3 per table

Hold by the base and pass them together to the right

Do not touch the tops

#### Blessing

##### Slide # 6 Napkins

When the hostess removes her napkin that is the signal for the meal to begin. Hostess, you may begin and everyone may follow.

#### General Rules:

LUNCH napkins are smaller and are NOT FOLDED.

If napkins are in goblets, wait for the wait staff to assist you.

Never tuck the napkin under your chin.

Never wipe/scrub your face with the napkin.

Never blow your nose with the napkin.

#### For ladies wearing lipstick:

Blot lips before dinner so that you do not stain the napkins.

Dab lips gently with napkins if needed.

##### Slide # 7 Unsweetened Tea

You may sip water before any food is served.

#### Additional Notes:

If you have a lemon wedge, please cup your left hand over the top of the glass and squeeze the lemon with

your right hand. Return the wedge to the saucer.

#### Adding Sugar

The person closest to the sugar bowl should take what they need of the sugar, and pass the bowl to the right.

For sugar packets, please slide the empty papers underneath the rim of your place setting (place plate).

Play the game of which table can stir their tea the quietest.

Stirring our Additions:

**Tonight**, the tea glasses have a saucer underneath them so that you will NOT place the used teaspoon back on the table.

Put your teaspoon in the middle of the glass stir your tea WITHOUT making a sound. Please place your used teaspoon on saucer.

At some meals, if there is no saucer, then put the used teaspoon on the table bowl down.

### Slide # 8 First Course Bread

Three ways to be served bread:

- (1) Bread is on your bread and butter plate when you arrive.
- (2) Bread is served individually to each of you.
- (3) **TONIGHT:** Bread is served in a bread basket.

Whoever is closest to the basket should:

- (1) Offer the bread to their LEFT; HOLD the basket.
- (2) Take a roll for yourself and place it on your bread and butter plate (to your LEFT).
- (3) Pass the basket to your RIGHT.

The person who is closest to the butter plate, should take a pat of butter and then pass the butter to the RIGHT.

### **Bread Eating Etiquette (Physically show students)**

Hold your bread with your left hand and break off a bite-sized piece with your right hand.

Use your butter knife to butter the piece you have broken off.

**NOTE: For an American Style Meal, your LEFT hand should be on your LAP.**

### Slide # 9 Second Course Soup

Show courtesy to all servers; use good eye contact and say, "Thank you".

Important rules to remember:

Eat from the side of your soup spoon -- **not straight into your mouth.**

Keep good posture

**Bring your spoon to your mouth and rock forward from your hips**

Hostess should be the first to pick up her spoon, **then, everyone else may begin.**

**Many soups are made to be enjoyed cold-do not say anything to embarrass yourself**

Continued to next page...

### Slide #10 Second Course continued

Important soup rules to remember (continued). **Directors, follow the power point for the rest of the rules.**

Remind students:

**A meal is not only to eat your food but to enjoy the food and the company at your table. Remember your social responsibility at this meal!!**

*Slide #11 Remember your Responsibilities...*

**Directors, you may choose to use this slide as a reminder for your students while they are eating their soup . If not, then remain on slide # 10 during the Soup Course and skip to slide #12 when you are prepared to introduce the Third Course.**

*Slide # 12 Third Course Salad*

Please show courtesy to all servers; use good eye contact and say, “Thank you”.

Important rules to remember:

Hostess, wait for all your guests to be served before you pick up your salad fork and begin the meal.

Do not nibble at your salad until it is a bite-sized portion.

*Slide # 13 Third Course continued*

Important Dining Rules to Remember (continued): **Directors, follow the power point for the rest of the rules.** Also, remind the students to enjoy their meal and their company.

*Slide #14 Remember your Responsibilities...*

**Directors, you may choose to use this slide as a reminder for your students while they are eating their salad . If not, then remain on slide # 13 during the Salad Course and skip to slide #15 when you are prepared to introduce the sorbet.**

Do not review this slide; allow the children to refer to it while they are eating their salad.

Before the end of the Third Course (Salad), switch to the next slide (# 14) to introduce the sorbet.

*Slide #15 Sorbet*

Quick Review:

In an American Style meal, the Sorbet cleanses your palate before your entrée.

In a Continental Style meal, the entrée is served before the salad. The Europeans follow this custom because the salad cleanses the palate before

the dessert.

Hostess: Wait for everyone to be served sorbet before you begin eating.  
All other Guests at the table: Wait for hostess before you begin eating.

When finished, place your spoon on the RIGHT side of your liner plate in the finished position. The BOWL of the spoon should face UPWARD.

Slide # 16 Fourth Course Entrée

Please show courtesy to all servers; use good eye contact and say, “Thank you”.

Additional rules:

HOSTESS, wait for everyone at your table to be served before you begin your meal.

Everyone may begin after the Hostess begins.

Do not combine all your food together in one pile.

Do not mash your food together.

No shoveling.

**Directors, continue the Fourth course instruction with the next slide (#17).**

Slide # 17 Fourth Course continued

Additional Rules for Cutting meat:

Do not “saw” with your knife.

Chew thoroughly (at least 20 times).

**Directors, continue the Fourth course instruction with the next slide (#18).**

Slide # 18 Fourth Course Reminders

Additional entrée reminders:

Do not eat off someone else’s plate.

Do not dunk your food.

NEVER groom at the table.

**Directors, as the students begin eating, use slide #19 so that they remember Resting and Finished Positions.**

Slide # 19 American Resting and Finished Position

American Resting Positions

Knife at the edge of your plate with the blade pointing toward you.

Fork parallel with the knife, closest to the center of the plate, tines up.

American Finished Position

Both utensils tops at 10:00 and handles at 4:00 with fork tines up.

**Directors, after 15 minutes, please briefly refer to slide # 20 and #21 so that your students may experience a Continental Style meal.**

Slide # 20 Continental Style

Just for fun, let's try eating while using our Continental Style knowledge.

Additional notes:

Use your knife to cut in one direction only toward your body (not sawing your meat) and to push your food toward your fork.

Eat with your dinner fork in your LEFT hand; do not pass the fork to your RIGHT hand.

**Directors, as the students begin eating, use slide #21 so that they remember Resting and Finished Positions.**

Slide # 21 Continental Resting and Finished Positions

Continental Resting Position

Cross the knife and fork on your plate with the fork on top, TINES DOWN.

The blade of the knife points toward you.

Continental Finished Position

Both utensils tops at 10:00 and handles at 4:00 with fork tines down.

The blade of the knife points toward you.

**Directors, after a few moments, direct the students to finish their entrée using their American Style expertise.**

Slide # 22 Remember Your Responsibilities

**Directors, there is no need to review this slide; allow the children to refer to it while they are eating their entrée.**

Before the end of the Fourth Course (Entrée), switch to the next slide (# 23) to teach the students about "crumbing" the table.

Slide # 23 Fourth Course Continued

Additional Notes:

It is not necessary to talk about the mess you have made.

Remind the students to show courtesy to all servers; use good eye contact and say, "Thank you".

Slide # 24 Fifth Course Dessert

Please show courtesy to all servers; use good eye contact and say, "Thank you".

Slide # 25 Finger Bowls

Additional notes:

History: TODAY, our finger bowls will have cool water. At a formal dinner where boiled or steamed lobster or clams are served, the fingerbowl contains warm water. It may also have some soap or a slice of lemon in it.

Additional Rules for using your fingerbowls:

Keep your actions understated.

Place the finger bowl and liners where your bread and butter plate was located (upper left of your setting).

Slide # 26 After Dinner Mints

Remember to thank your servers BEFORE eating your mints.

Slide # 27 Finishing the Meal

After the napkins are placed to the left, the meal has finished.

Additional Concluding Notes:

Gentlemen remember to button your jacket; do not turn your back on your partner.

Help your partner with her coat first and then your coat.

Ladies remember to thank your escort for helping you.

**Directors, please use the next slide (#28) as soon as you dismiss the students.**

Slide # 28 Conclusion and Congratulations

**Directors, dismiss the students and breathe!**

**You have made a difference in the rest of these students' lives.**