

4-H TABLE SETTING ACTIVITY SCORECARD

Exhibitor's Name (or Number): _____

Years in 4-H _____ Years in Project _____ Years in Activity _____

Age: _____ Cloverbud (Ages 5–7) _____ Junior (Ages 8–10) _____ Intermediate (Ages 11–13) _____ Senior (Ages 14–19)

Theme _____

Ribbon: _____

____ Informal

100–90 Points = Blue

____ Formal

89–80 Points = Red

79 Points or Below = White

Table Service – 40 Points	Comments
Is the complete cover correctly set?*	
Is the tablecloth or place mat appropriate?	
Clean and pressed?	
Are the dishes & silverware appropriate?	
Is the centerpiece appropriate? (color, height, occasion, visible from all sides)	
Total Effect—coordination of originality & creativity	
Sanitation – 10 Points	
Did exhibitor wash hands before beginning?	
Sanitize table?	
Menu – 20 Points	
Menu: Minimum 4"–6" printed or typed on medium of choice (may be propped up). Correct spelling, use of capital letters, & foods in correct order as served.	
Food Choices: Do food preparation, type, & variety of foods to be served complement each other? Are the foods suitable for the occasion & theme? Nutritional value?	
Participant – 30 Points	
Is exhibitor well-groomed? Neatly & appropriately dressed?	
Interview: How does exhibitor present self? (eye contact, clarity & volume of voice); does exhibitor demonstrate an understanding of table setting techniques, menu planning, food preparation, & food safety?	
Exhibitor's conduct & sportsmanship	

Total Points: _____

*Please see reverse side for specific details.



4-H

WASHINGTON STATE UNIVERSITY
EXTENSION

Cover not correctly set—see the following rule(s) for setting a table

- _____ 1. If placemats are used, the bottom edge of the placemat should be at the edge of the table and should be evenly aligned. A tablecloth should be straight and the overhang should be even on all sides.
- _____ 2. The flatware, plate, and napkin should be one (1) inch from the edge of the table.
- _____ 3. The plate is always in the center of the place setting.
- _____ 4. The dinner fork is placed at the left of the plate.
- _____ 5. If a salad fork is used, it is placed to the left of the dinner fork.
- _____ 6. 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.
- _____ 7. The knife is placed to the right of the plate with the sharp blade facing in towards the plate.
- _____ 8. The teaspoon is placed to the right of the knife.
- _____ 9. If a soup spoon is needed, it is placed to the right of the teaspoon.
- _____ 10. The soup bowl may be placed on the dinner plate.
- _____ 11. The drinking glass is placed at the tip of the knife.
- _____ 12. If salad, bread and/or dessert plate(s)—or bowl(s)—is/are used, place above the fork(s).
- _____ 13. The cup or mug is placed to the top right of the spoons.
- _____ 14. If a knife is not needed, placing the fork on the right side is acceptable.

Note: Only the utensils needed are placed on the table.