

## 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	
<b>Sanitation – 10 Points</b>	
Did exhibitor wash hands before beginning?	
Sanitize table?	
<b>Menu – 20 Points</b>	
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?	
<b>Participant – 30 Points</b>	
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.