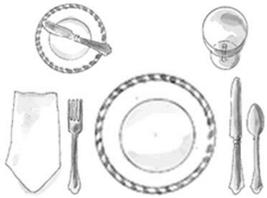




## MEAL TIME ETIQUETTE CHECKLIST

Use this checklist at home to cover some of the basic meal time table etiquette with your family and friends.

	<p><b>Step #1. Organize yourself ! Make sure all of your guests know what time to arrive at the time, assign seats if you would like, and have the food ready to be served, and beverages already served or available on the table. You want to be able to sit down at the table to enjoy the dinner too so make sure the meal is not too time intensive.</b></p> <p><i>The order of courses should be:</i></p> <ol style="list-style-type: none"> <li>1. soup or salad (can be on the table when the guests arrive)</li> <li>2. entrée (can include side dishes)</li> <li>3. dessert</li> </ol>
	<p><b>Step #2. Prepare the table with proper table settings for each guest. Use this example as a guide for an informal table setting.</b></p> <p><i>*If you are having a more formal dinner, contact us for more examples of formal table settings.</i></p> <div style="text-align: right;">  </div>
	<p><b>Step #3. Once everyone is seated and has their food then begin eating the first course and talking (but not talking with food in your mouth!).</b></p> <p><b>Start conversation and facilitate to ensure everyone has a chance to talk. You might need a list of questions already prepared (in your head!) to ensure the conversation continues throughout the meal.</b></p> <p><b>Some conversation ideas:</b></p> <ul style="list-style-type: none"> <li>• How was your day? Ask more questions if you only get a “good” response!</li> <li>• What are your plans for the weekend? Want to plan something together?</li> </ul>
	<p><b>TIPS:</b></p> <ol style="list-style-type: none"> <li>1. After everyone is finished with the first course, all plates should be cleared off the table, then the entrée is served. The same is repeated for the dessert course.</li> <li>2. To signal that you are done with your plate, place silverware at the 5 o’clock position on the plate.</li> <li>3. When passing food around the table. If the plate/basket is in front of you, pick it up, offer to the person to the right of you, then take your portion, then pass to the left.</li> <li>4. Relax and enjoy!</li> </ol>

We hope that this short checklist helps you feel more comfortable at the dinner table with your family and for future interactions with more guests!

For more information about etiquette classes, event planning, and hospitality advise please contact us at

**[andrushospitality@gmail.com](mailto:andrushospitality@gmail.com)**

<https://andrushospitality.com/>