

DINING ETIQUETTE 101

Dine with confidence – and make a positive impression – with these basic rules of etiquette.

(There may be a lot to remember, but if you relax and do your best, you'll have an enjoyable experience.)

GENERAL RULES

- Always follow your host's lead: when to sit, how much to order, how fast/slow to eat, what to discuss, and if/when to take off a suit jacket.
- Silence your mobile device. Tuck it, along with other personal items, away for the entire meal.
- Snack an hour before the meal, if possible, to maintain focus on the conversation, and not the food.
- Be generous with “please,” “thank you,” and “excuse me,” especially with the wait staff.
- Be discreet when resolving situations, such as spilled liquids or receiving the wrong order.
- Food is passed from the left to the right.
- You do not need to eat everything on your plate.
- If you need something from across the table, ask for it to be passed.
- The host is expected to pay.
- Say “thank you,” and follow up with a phone call, email or card.

QUICK REFERENCE DO'S & DON'TS

DO'S

- Use good posture.
- Order appetizers, dessert and alcohol only if your host suggests it. (Limit to one alcoholic beverage to stay sharp. Pair with water.)
- Discreetly explain any allergies to your server.
- Avoid messy foods, such as spaghetti and ribs.
- Start the bread by offering it to the left before helping yourself. Then pass it to the right.
- Wait until everyone has been served before eating.
- Put your utensils down between bites.
- If food gets stuck in your teeth, excuse yourself to fix it in the restroom.
- Give fellow diners equal attention.

DON'TS

- Photograph your food.
- Blow on your food.
- Make “yum” sounds.
- Gesture with utensils.
- Talk, chew and drink excessively.
- Push your chair back and cross your legs during the meal.
- Hold your glass up for a refill.
- Talk with your mouth full.
- Wipe your mouth with your napkin. (Dab only.)
- Push empty plates away when you're finished.
- Apply lipstick at the table.
- Ask for a doggy bag.

PLACE CARDS

Never alter your place card setting. It has been prearranged by the host.

NAPKIN PLACEMENT

Once seated, place your napkin on your lap. The fold goes toward your waist. If you need to excuse yourself, place it on the chair.

GLASSWARE

Your glassware is positioned to the right of your plate.

CUTLERY

RULE 1: The number of utensils indicates the number of courses. Typically, formal settings have seven courses: soup, fish, sorbet, a meat or fowl dish, salad, dessert, and coffee.

RULE 2: Begin with the outer utensils and work your way in.

RULE 3: Once utensils have been used, they do not lean on a plate or touch the table.

SALT & PEPPER

Pass the salt and pepper together, even if just one is requested. (Always taste your food before seasoning it.)

CONTINUED ON THE BACK



Dining Etiquette 101 (CONT.)



BREAD & BUTTER

Avoid splitting and buttering the entire roll. Instead, tear off a bite-size piece of bread. Butter only the piece you're preparing to eat. Eat and repeat.



EATING SOUP

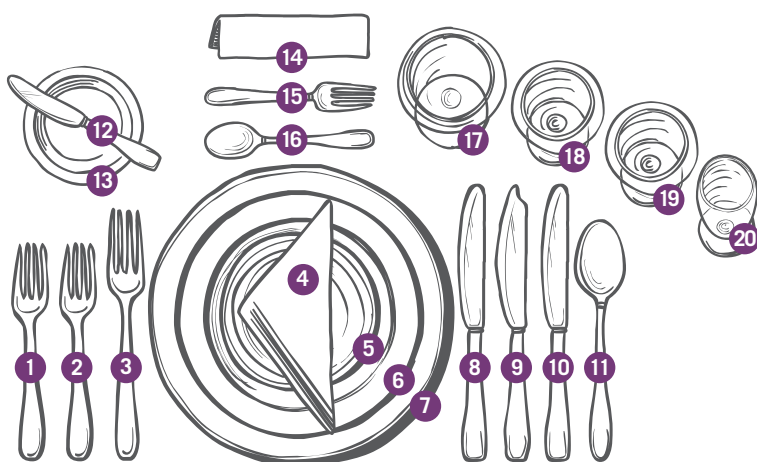
Dip the soup spoon away from you. Move across the bowl's edge to catch drips. Bring the spoon towards your mouth, and sip from the side. Tilt the bowl for the last few spoonfuls.



CUTTING MEAT

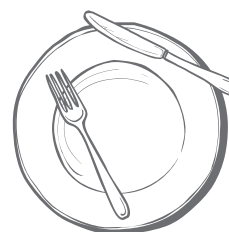
Hold the knife in your dominant hand. Cut two or three bite-size pieces. Place the knife across the top of the plate, blade in. Switch your fork to the dominant hand. Eat and repeat.

UTENSIL PLACEMENT (American Style)

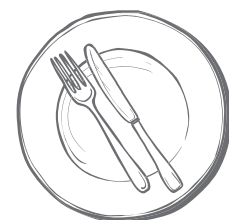


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|---------------|-----------------|-----------------|
| 1 Salad Fork | 5 Soup Bowl | 9 Fish Knife |
| 2 Fish Fork | 6 Salad Plate | 10 Salad Knife |
| 3 Entrée Fork | 7 Service Plate | 11 Soup Spoon |
| 4 Napkin | 8 Entrée Knife | 12 Butter Knife |

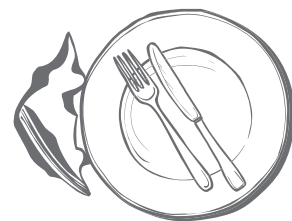
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| 13 Bread Plate | 17 Water Goblet |
| 14 Place Card | 18 Red Wine Glass |
| 15 Dessert Fork | 19 White Wine Glass |
| 16 Dessert Spoon | 20 Champagne Flute |



"I'm resting."



"I'm finished."



Napkin placement
after meal