DINING TIPS

- Sit up straight with feet flat on the floor
- Hold utensils correctly
- Chew with your mouth closed
- Start at the outside of the place setting and work inwards
- Pass BOTH salt and pepper
- Break bread into small pieces
- Place your napkin on your chair if you leave the table during the meal
- Place your napkin to the right of your plate when finished eating — not on the plate
- Pass food to the right
- Season food ONLY AFTER you've tasted it
- Food is served on the left and dishes are removed from the right
- No elbows on the table
- Cut only one bite at a time
- Wait for everyone at your table to be served before you begin eating

ETIQUETTE TIPS

- Make certain your cell phone/beeper is turned completely off — not on vibrate
- Greet people with a smile and firm handshake. Look them in the eye
- Be punctual — arrive a few minutes early
- "Less is more" in a business setting
- Say "Please" and "Thank you"
- Smile
- Polish your shoes
- Clothes must be neat, pressed and fit well
- Excuse yourself to the restroom to blow your nose, pick your teeth, etc. Wash hands before returning to the table
- Men — rise when the woman next to you leaves her chair and returns to her chair

BASIC TABLE SETTING

1. bread plate
2. butter knife/spreader
3. salad fork
4. entree fork
5. plate
6. napkin
7. entree knife
8. salad knife
9. teaspoon
10. water goblet
11. coffee cup & saucer
12. salt & pepper