

Standard Operating Procedure (SOP)

Selection and Arrangement of Table Linens

This SOP details the **selection and arrangement of table linens**, covering fabric types, color coordination, size and fit considerations, layering techniques, and placement for various table settings. It aims to enhance the aesthetic appeal and functionality of dining arrangements by ensuring linens are clean, appropriately styled, and properly positioned for optimal presentation and guest comfort.

1. Scope

This procedure applies to all staff responsible for the setup of dining tables in restaurants, banquets, catering events, and similar hospitality environments.

2. Responsibilities

- Ensure all linens meet cleanliness and quality standards.
- Follow guidelines for proper selection, arrangement, and presentation.

3. Procedures

- Fabric Types:**
 - Choose fabrics appropriate for the occasion (e.g., cotton or linen for casual, damask or satin for formal events).
 - Ensure fabric is wrinkle-free and in good condition (no stains or tears).
- Color Coordination:**
 - Select colors that complement the theme and overall décor.
 - For formal events, use neutral or classic colors; for themed events, integrate color schemes as directed.
- Size and Fit:**
 - Tablecloth should drape evenly, with an overhang of 8–15 inches on all sides for standard dining events.
 - Skirting or overlays must be sized to cover the table without dragging on the floor.
- Layering Techniques:**
 - Start with a base cloth. Add overlays, runners, or toppers as needed for texture and color.
 - Position overlays symmetrically and ensure edges align or are evenly angled.
- Placement:**
 - Ensure linens are centered and smooth, with all corners and edges hanging uniformly.
 - Napkins should be clean, crisply folded, and placed according to table setting standards (on plate, beside flatware, or in glass).

4. Quality Control

- Inspect all linens before use for cleanliness, damage, or stains.
- Re-laundry or replace any substandard items.

5. Safety & Hygiene

- Staff should handle linens with clean hands or gloves.
- Store unused linens in a clean, dry area protected from dust and moisture.

6. Documentation

- Keep records of linen inventory, laundering schedule, and inspections as per organizational policy.

7. References

- Organization's Table Setting Guidelines
- Linen Supplier Care Instructions