

# THE ELEMENT GUIDE TO DINNERWARE & FLATWARE PLANNING CHART

THE RIGHT QUANTITY. THE PERFECT SERVICE.

ITEM	COCKTAIL PARTY (PASSED HORS D'OEUVRES)	FORMAL DINNER (PLATED SERVICE)	FORMAL DINNER (SELF-SERVICE)
DINNER PLATES	—	1 PER GUEST	2.5 PER GUEST
SALAD PLATES	—	1 PER GUEST	—
BREAD PLATES	—	1 PER GUEST	—
APPETIZER PLATES	3 PER GUEST	OPTIONAL	2 PER GUEST
SOUP BOWLS	—	OPTIONAL	OPTIONAL
DESSERT PLATES	—	OPTIONAL	1.5 PER GUEST
WATER GLASSES	OPTIONAL	1 PER GUEST	1 PER GUEST
WINE / COCKTAIL GLASSES	1-2 PER GUEST	1-2 PER GUEST	1 PER GUEST
COFFEE CUPS	—	1 PER GUEST	OPTIONAL
DINNER FORKS	—	1 PER GUEST	2 PER GUEST
SALAD FORKS	—	1 PER GUEST	2 PER GUEST
DINNER KNIVES	—	1 PER GUEST	2 PER GUEST
STEAK KNIVES	—	AS NEEDED	1 PER GUEST
SOUP SPOONS	—	1.5 PER GUEST	2 PER GUEST
DESSERT FORKS	—	OPTIONAL	1.5 PER GUEST
TEASPOONS	—	1 PER GUEST	1 PER GUEST

RECOMMENDED OVERAGE		KEY CONSIDERATIONS			AT A GLANCE		
GUEST COUNT	EXTRA INVENTORY	COCKTAIL PARTY	FORMAL DINNER	FORMAL DINNER	COCKTAIL PARTY	FORMAL DINNER	BUFFET DINNER
Under 100 Guests	10 Extra Settings	• 3 Appetizer Plates Per Guest	Always maintain backup inventory to account for kitchen mishaps and damaged pieces.	Always maintain backup inventory to account for kitchen mishaps and damaged pieces.	• 3 Appetizer Plates Per Guest	• 3-5 Plates Per Guest	• 2.5 Dinner Plates
100 - 250 Guests	Add 10%	• 1-2 Drink Glasses Per Guest	• Steak Service → Steak Knives	• Soup Course → Soup Bowls + Extra Spoons	• 1-2 Drink Glasses Per Guest	• 3 Beverage Pieces	• 2 Appetizer Plates
250 - 500 Guests	Add 15%	• 3 Appetizer Plates Per Guest	• Dessert Course → Dessert Plates & Forks	• Coffee Service → Cups & Teaspoons	• 3 Appetizer Plates Per Guest	• 1 Flatware Setting Per Guest	• Expanded Flatware Quantities
500+ Guests	Add 20%	• Catering staff	• Extra Inventory: Order additional settings for: • Unexpected guests • DJs & musicians • Photographers & videographers • Catering staff	• Menu Requirements: • Steak Service → Steak Knives • Soup Course → Soup Bowls + Extra Spoons • Dessert Course → Dessert Plates & Forks • Coffee Service → Cups & Teaspoons	• 3 Appetizer Plates Per Guest	• 1 Flatware Setting Per Guest	Per Guest