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)	BUFFET 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

GUEST COUNT	EXTRA INVENTORY
Under 100 Guests	10 Extra Settings
100 – 250 Guests	Add 10%
250 – 500 Guests	Add 15%
500+ Guests	Add 20%

KEY CONSIDERATIONS

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

BREAKAGE PROTECTION

Always maintain backup inventory to account for kitchen mishaps and damaged pieces.

AT A GLANCE

COCKTAIL PARTY

- 3 Appetizer Plates
- 1–2 Drink Glasses

Per Guest

FORMAL DINNER

- 3–5 Plates Per Guest
- 3 Beverage Pieces
- 1 Flatware Setting

Per Guest

BUFFET DINNER

- 2.5 Dinner Plates
- 2 Appetizer Plates
- Expanded Flatware Quantities

Per Guest

ELEMENT
EVENT SOLUTIONS

Thoughtful planning. Elevated experiences.

WE BRING IT ALL TOGETHER.