

MEAL PLANNING/MENU WRITING

The keys to combining various foods into well-planned meals are BALANCE of food nutrients and VARIETY of temperature, flavor, color, shape, texture, and amount. Menus are usually built around the main dish or protein food – meat or meat substitutes for lunch and supper; cereal and/or eggs for breakfast. Check to see if you need menus for just one meal or snack or a complete day's menus.

*Plan meals for good nutrition — include at least one serving from each of the Basic 5 Food Groups. A nutritious snack would have food items from one or more food groups. A day's menus should include total amounts of servings recommended in the Basic 5. Both meals and snacks will likely be in a day's planned menus.

*Contrast Temperatures in food. Most meals will provide at least one hot and one cold food - such as hot chicken, rice and peas; cold apple, milk; medium bread, cookie. Serve hot foods hot, cold foods well chilled.

*Stimulate the appetite with flavor differences: mild flavored rice, rich and meaty chicken; tart apple; sweet cookie. Never serve more than one sharp or highly flavored food at a meal.

*Choose foods with a variety of color: brown baked beans, green coleslaw, yellow cornbread, red gelatin.

*Vary shapes and forms of food at each meal; for example green peas look better with mashed potatoes than with whole round potatoes.

*Contrast textures of foods such as juicy orange wedges; crisp, chewy toast; smooth, fluid cocoa. Try to provide at least one crisp food at each meal.

*Figure the amount of food according to persons and occasion for which meal is planned.

In addition, plan to serve foods that are in season. Also make sure that that foods in a menu can be prepared within the available meal preparation time.

Turn this sheet over for “how to” suggestions on written menus.

FORMAT FOR WRITTEN MENUS

Written menus may be very simple — as for a snack of one or two items. Or they may include many food items - as for a company meal. The same rules apply for any menu.

1. Capitalize all words except “and”, “with”, etc.
2. Begin menu with the food items served first; -when writing main course, list main dish first. For example:

Fresh- Orange Juice
Scrambled Eggs with Ham Bits
Whole Wheat Toast Butter

3. When an item on the menu has a special accompaniment, write it one of these ways:
Broiled Hot Dog Pickle Relish

or
Broiled Hot Dog
Pickle Relish

4. When a food is accompanied by two or more items, write it one of these ways:
Sesame Seed Wafers Cheddar Cheese Ball Saltines
or
Sesame Seed Wafers Cheddar Cheese Ball Saltines

5. The beverage(s) appears as the last item (except for breakfast juices and juice served as appetizer - they go first)

6. Words should be used to describe the kind of food or how it is prepared.

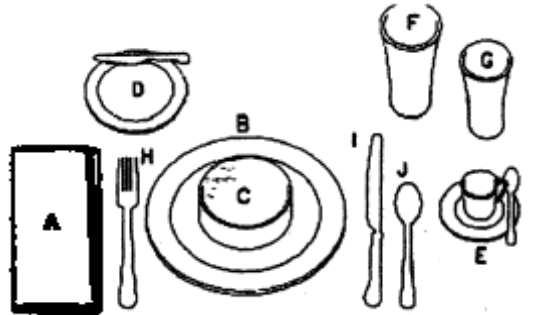
For example:

Lettuce Wedge with Russian Dressing, <u>not</u>	Lettuce Salad
Hot Spiced Cider, <u>not</u>	Cider
Diced Parsley Potatoes, <u>not</u>	Potatoes

7. Plan the spacing and arrangement of the items on the menu so the written menu is symmetrical. Allow extra spacing between courses if possible!

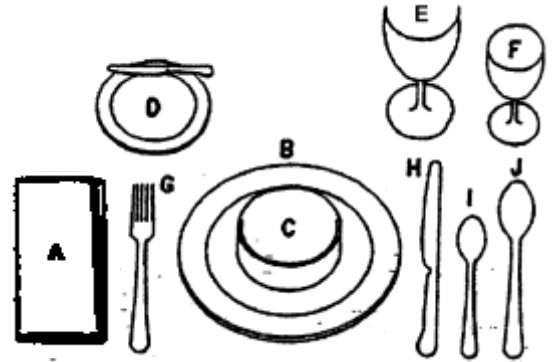
Broiled Sirloin Steak
Baked Potato Sour Cream
Mixed-Green Salad
Crescent Rolls Raspberry Jam
Lemon Ice
Coffee Milk

Breakfast



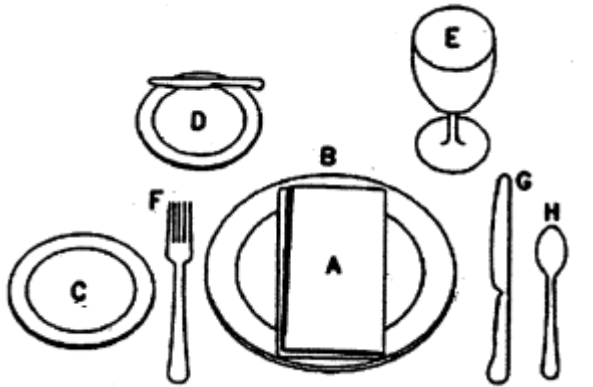
- A. Napkin
- B. Luncheon Plate
- C. Cereal Bowl
- D. Bread and Butter Plate
- E. Cup and Saucer with teaspoon
- F. Water glass
- G. Juice glass
- H. Fork
- I. Knife
- J. Teaspoon

Luncheon



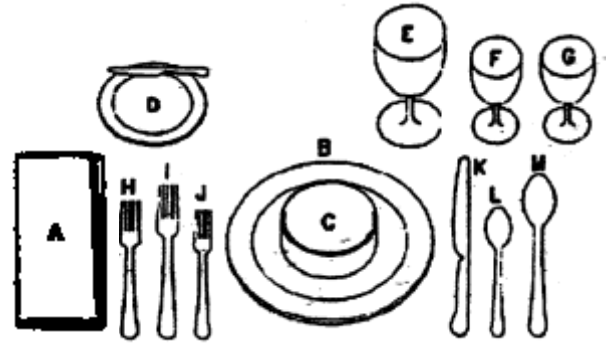
- A. Napkin
- B. Luncheon Plate
- C. Soup (or other first course plate) on a liner plate
- D. Bread and butter plate with butter knife
- E. Water glass
- F. Wine glass
- G. Luncheon Fork
- H. Knife
- I. Teaspoon
- J. Soup spoon

Family Dinner



- A. Napkin
- B. Dinner Plate
- C. Salad Plate
- D. Bread and Butter Plate with butter knife
- E. Water glass
- F. Fork
- G. Knife
- H. Teaspoon

Formal Dinner



- A. Napkin
- B. Service Plate
- C. Soup bowl on a liner plate
- D. Bread and Butter Plate with butter knife
- E. Water glass
- F. Wine glass
- G. Wine glass (if different in size, this wine glass should be the smaller)
- H. Salad Fork
- I. Dinner Fork
- J. Dessert Fork
- K. Knife
- L. Teaspoon
- M. Soup spoon

Napkin opens toward flatware.