Planning and Writing a Menu

FOR HANCOCK COUNTY JUDGING

1. Choose a favorite food from your project to prepare for judging, check 4-H Handbook for project requirements to see if recipe from project book is required
2. The recipe/food prepared for judging should be featured in your menu
3. Write a menu which includes all meals/snacks eaten for one entire day
4. Check your menu for:
   - Required number of servings from the MyPlate food groups for someone your age (state fair requires that serving size amount also be listed)
   - Variety of colors, shapes, textures, temperatures, flavors (each meal)
5. Written menu should be neat and attractive
   - Be creative in your design
   - May be handwritten, typing not required, computer may be used if you wish
6. Be descriptive with food titles (this helps the judge evaluate nutritional content)
   - Cheeseburger on Whole Wheat Bun instead of Hamburger (is bun intended or only meat?)

Procedure for Menu Layout

1. Capitalize all food titles. Do not capitalize works like and, or, with.
2. Order of food courses:
   - APPETIZER if there is one, (orange juice or fruit are often appetizers for breakfast; salad could be an appetizer if served before the main course)
   - MAIN DISH
   - VEGETABLE(S)
   - BREAD
   - DESSERT
   - BEVERAGE(S)
3. Most attractive if menu is centered on the page
4. Use a separate line for each course. If a course contains two food items, you can:
   - Space and center on the same line.

     Scrambled Eggs Bacon

   - Place on separate lines with a little extra space above and below each paired grouping

     Raisin Bread Toast Cinnamon Honey Butter

     Glazed Doughnut

5. Accompanying food items can be written in different way
   - Can be on the same line to the right of the main item

     Mixed Green Salad Buttermilk Ranch Dressing

   - Two accompaniments are placed to the left and the right of the main item.

     Honey Bran Muffin Butter

   - Can use the word “with” and place on the same line

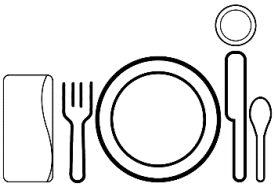
     Broccoli with Cheese Sauce

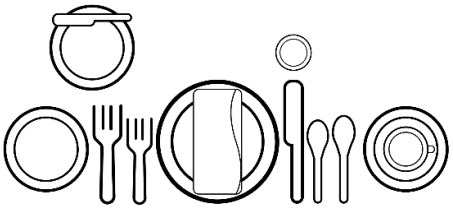
   - Accompaniment can be centered directly under the main item leaving a little extra space above and below the paired grouping

     Braised Pork Chops
     Applesauce

Basic Table Setting Guidelines

- Bring a place setting which is appropriate for the meal from your menu that includes the food prepared for judging. (Bring only the table service needed as indicated by your menu: if coffee is not written on the menu, then do not set a coffee cup and saucer.)
- You are not judged on how pretty or elaborate your dishes are. Everyday dishes are fine, paper plates are even appropriate for picnic type meals. Do try to coordinate your place setting.
- Centerpiece is optional. If you choose to bring a centerpiece, it should coordinate with your place setting and be of appropriate size and low enough that it would not obstruct the view of people sitting at the table.
- Placemats work great (if you don't have one, maybe you could borrow one). It is understood that a tablecloth probably is not going to be a perfect fit for the judging table, it is acceptable to drape a partially folded tablecloth as a cover for your place setting.





A **cover** is another name for a place setting, which is the area at the table for an individual that includes dishes, glasses, flatware, and linens. A cover is usually about 15 inches deep and 20–24 inches long. A **Basic Place Setting** is appropriate for any project level and encouraged for beginning level projects.

TIPS & OPTIONS FOR MORE FORMAL PLACE SETTINGS

- Placemat is placed 1" from the edge of the table. Tablecloth should hang over the table edge 8-12 inches.
- All dishes, silverware, and napkins should be in an even line 1" from the edge of the table or placemat. (Variation: cup & saucer and salad plate can be centered with the dinner plate.)

KNIFE: Cutting blade should point inward toward the right side of the dinner plate.

BEVERAGE GLASS: Set at tip of knife (if more than one glass, water glass at tip of knife, 2nd beverage above spoon).

COFFEE CUP & SAUCER: Set to the right of the spoon(s). (acceptable variations)

- Placed 1" from edge of table or may be centered with the dinner plate.
- Handle on cup can either turn straight down or point to the right.

NAPKIN: Place at far left of the place setting (do not put silverware on top of the napkin) fold should be to the left with the open corner edges to the inner bottom corner next to the fork(s). For formal meals when both salad and bread plates are set, the napkin is placed on the dinner plate.

SILVERWARE: Set so that the pieces used first are on the outside and the pieces used last are closest to the plate. Forks to the left, spoons to the right.

1. Small Fork: for salad or dessert.
    - When set on the outer left = salad served as an appetizer (for informal meals, if salad is served with main course, dinner fork may be used).
    - When set on the inside left = dessert served as final course (or for a formal meal salad is served with main course).
    - When set above dinner plate (common practice at banquets) = dessert served as final course.
2. Large Spoon: soup spoon (when soup is first course) set on the outer right.
3. Teaspoons: dinner spoon or dessert spoon (if 2 spoons are set, then inside teaspoon is for dessert).

SALAD BOWL OR PLATE: (acceptable variations) left of the forks (most common), or above the forks (if no bread plate), centered above the dinner plate if bread plate is set and cover space is limited (least common).

BREAD & BUTTER PLATE: set above the fork(s) (usually only set for formal meals, a butter spreader is smaller than a regular dinner knife and when set is placed across top of bread plate with cutting blade pointing down with tip to the left).

DESSERT PLATE OR DISH: for informal meals, a common practice is to set centered above dinner plate if set at beginning of meal; for formal meals, the place setting is cleared then dessert is served, often times silverware is also set at this time.

WORKSHEET: Figuring the Cost Per Serving

Steps:

1. **Calculate the cost for each ingredient.**
   a. Determine total number of units (cups, tablespoons, or teaspoons) per food package.
      - Check the Nutrition Facts info on the package for clues to help figure out how many total servings per package.
      - Check the attached sheet "Kitchen Equations" (ex: number of cups in 5lb bag of flour).
      - Knowing simple kitchen math facts such as 1C=16 Tbsp and 1 Tbsp=3 tsp, etc. will help, sometimes you may need to work through 2 or 3 steps to find the total units per package.
   b. Figure the cost per unit (C, oz, Tbsp, tsp, etc.).
      - Cost of package divided by total number of units per food package.
2. **Calculate the total cost for the recipe.**
   a. Add costs for all ingredients.
3. **Calculate the cost per serving.**
   a. Total cost of recipe divided by number of servings.
      - Check the recipe for number of servings suggested (you can change the number of servings if the serving size recommended is not the actual amount that your family usually gets from the recipe).

Other Tips

- If an item was home grown or produced, calculate a fair market price. For judging you may state that the ingredient was home grown, and also state how much money your family saved since it did not require purchase.
- Spices, herbs, and flavorings, even though the recipe may only call for a small amount (1 tsp or less), may cost more than you think since these ingredients are usually fairly expensive. On the other hand, salt would cost only fractions of a penny, since an entire cardboard canister of salt only cost about $1.67; you can skip figuring the cost for salt.

EXAMPLE: Brownies Made from a Mix (cost of ingredients were based on Walmart prices 9/24)

Direction on the box calls for adding eggs, oil, and water to the mix. A 9"x13" pan is called for in the directions and the Nutrition Facts state that the intended serving size is 1/28 of the recipe. (That means that a 9 x 13 pan would be cut into 28 brownies.) The box also states that for thicker brownies that a smaller pan may be used.

Large Eggs $3.77 (doz)

Since 1 doz eggs means 12 eggs

Cost of 1 egg is $0.31
(3.77 divided by 12 equals .3141)

Crisco Canola Oil $4.88 (40 fl oz)

Since 1 C = 8 fl oz, the bottle of oil would have 5 total cups (40 divided by 8 equals 5)

Cost of 1 C oil is $ $0.97
$4.88 divided by 5 equals 0.976)

1/3 C oil is $0.32
Since 1 C contains three 1/3 cups, you would need to divide by 3 ($.97 divided by 3 equals 0.325)

Cost	Ingredients
$2.97	Betty Crocker Delights Supreme Original Brownie Mix with syrup pouch (16 oz)
.31	1 egg
.32	1/3 C oil
0	3 Tbsp water
$3.60	(Added)
Cost Per Serving:	Cost of one brownie is $0.12 ($3.60 divided by 28 brownies equals $0.1285)

More Practice: Why would I ever need to figure the cost per serving (other than for 4-H foods judging)?

Suppose your 4-H club is planning to have a spaghetti supper for a fundraiser. Someone suggested serving brownies for the dessert. Someone else suggested charging $0.50 per brownie. Your group talked about using a brownie mix, but some of the members thought it would be better to make homemade brownies. Favorite recipes were brought from home. Your club narrowed the options to 3 recipes and now must decide if serving brownies for $0.50 will result in a profit. **Determine the cost per serving for each option.**

Prices for ingredients needed. *Serving size and number of servings as taken from the package.

Baking Powder: Clabber Girl $2.63 (8.1 oz)
*serving size 1/8 tsp – 383 servings per container
Baking Soda: Arm & Hammer $1.47 (1 lb)
*serving size 1/8 tsp – 806 servings per box
Brown Sugar: Walmart $2.22 (32 oz)
Butter: Land-O-Lakes $5.88 (1 lb)
Chocolate Chips: Nestle semi-sweet $4.28 (12 oz)
Cream Cheese: Philadelphia $2.98 (8 oz)
Eggs: Large Walmart $3.77 (doz)
Flour: Gold Medal $3.98 (5 lb)
Granulated Sugar: Walmart $3.14 (4 lb)
Margarine: Blue Bonnet $1.28 (1 lb)
Mini Marshmallows: Walmart $1.17(10 oz)
*serving size 2/3 C – 9 servings per bag
Pecans: Walmart $3.47 (4 oz)
*serving size 1 oz or ¼ C – 4 servings per package
Powdered Sugar: Walmart $2.22 (32 oz)
Quick Oats: Quaker $5.12 (42 oz)
*serving size ½ C – 30 servings per box
Skim Milk: Walmart $2.68 (gal)
Unsweetened Chocolate: Bakers $2.97 (4 oz)
*four 1oz squares per box
Vanilla: McCormick Pure Vanilla Extract $6.97 (2 oz)
Walnuts: Walmart $3.47 (8 oz)

Rocky Road Fudge Brownies
(Recipe uses 9"x13" pan; says it makes 36 bars)

BAR:
_____ ½ C butter
_____ 1 oz (1 square) unsweetened Chocolate
_____ 1 C granulated sugar
_____ 1 C flour
_____ ½ to 1 C chopped nuts
_____ 1 tsp baking powder
_____ 1 tsp vanilla
_____ 2 eggs

FILLING:
_____ 8 oz pkg cream cheese (save 2 oz for frosting)
_____ ½ C granulated sugar
_____ 2 Tbsp flour
_____ ¼ C butter
_____ 1 egg
_____ ½ tsp vanilla
_____ ¼ C chopped nuts
_____ 6 oz pkg (1C) semi-sweet chocolate chips

FROSTING:
_____ 2 C miniature marshmallows
_____ ¼ C butter
_____ reserved cream cheese
_____ 1 oz (1 square) unsweetened chocolate
_____ ¼ C milk
_____ 3 C powdered sugar
_____ 1 tsp vanilla

Tri-Level Brownies
(Recipe uses 9"x13" pan; says it makes 36 bars)

BASE:
_____ 1 C quick cooking rolled oats
_____ ½ C flour
_____ ½ C brown sugar
_____ ¼ tsp baking soda
_____ 6 Tbsp margarine

MIDDLE LAYER:
_____ ¾ C granulated sugar
_____ 1 C margarine
_____ 1 oz (1 square) unsweetened chocolate
_____ 1 egg
_____ 2/3 C flour
_____ ¼ tsp baking powder
_____ ¼ C milk
_____ ½ tsp vanilla
_____ ½ C chopped pecans

FROSTING:
_____ 1 oz (1 square) unsweetened chocolate
_____ 2 Tbsp margarine
_____ 1 ½ C powdered sugar
_____ 1 tsp vanilla

Brownie Mix with Nuts and Chocolate Chips

Use the Betty Crocker mix used in the example and add nuts and chocolate chips to make it fancier.
_____ brownie mix
_____ water
_____ oil
_____ eggs (large)
_____ ½ C chopped walnuts
_____ 1 C semi-sweet chocolate chips

What is the cost per brownie for:
_____ Rocky Road Fudge Brownie
_____ Tri-Level Brownie
_____ Brownie Mix with nuts and chocolate chips

Any problem when trying to compare these brownies on an equal basis?

Would your club make a profit charging $0.50 per brownie?

Which brownie would yield the largest profit for your club?

Kitchen Equations

From:
Columbus Citizen Journal

Weights and measures
- 3 teaspoons = 1 tablespoon
- 2 tablespoons = 1 fluid ounce
- 4 tablespoons = ¼ cup or 2 fluid ounces
- 16 tablespoons = 1 cup or 8 fluid ounces
- 1 cup = ½ pint
- 4 cups = 1 quart
- 16 cups = 4 quarts = 1 gallon

Common Can Sizes
Some favorite older recipes may call for can sizes. Use these to correspond to current measurements.
(Can size = Approx food vol = Approx food weight)
- No. 1 (picnic) = 1 ¼ cup = 10 ½ to 12 ounces
- No. 300 = 1 ¾ cups = 14 to 16 ounces
- No. 303 = 2 cups = 16 ounce can
- No. 2 = 2 ½ cups = 20 ounce can
- No. 2 ½ = 3 ½ cups = 27 to 29 ounces
- No. 3 = 5 ¾ cups = 51 ounces
- No. 5 = 7 cups = 56 ounces
- No. 10 = 3 quarts = 6 ½ to 7 pounds and 5 ounces

Coffee
- 2 ounces instant coffee = 15-20 cups
- 1 pound ground coffee = 5 cups

Crumbs
- 1 cup dry bread crumbs = 3 to 4 slices bread
- 1 slice bread = ¾ cups soft crumbs
- 1 cup fine graham cracker crumbs = 15 graham crackers
- 1 cup course cracker crumbs = 16 soda crackers
- 1 cup fine cracker crumbs = 22 crackers
- 1 cup vanilla wafer crumbs = 22 vanilla wafers
- 1 cup chocolate wafer crumbs = 19 wafers
- 1 pound bread (12-16 slices) = 3 quarts cubed or 1 quart dry crumbs

Eggs
- 1 large egg = 3 tablespoons beaten egg or 2 yolks
- 2 large or 3 medium eggs = ¼ cup + 2 tablespoons
- 3 large or 4 medium eggs = ½ cup + 2 tablespoons
- 4 large or 5 medium eggs = ¾ cup + 1 tablespoon
- 5 large or 6 medium eggs = 1 cup
- 6 large or 7 medium eggs = 1 cup + 3 tablespoons
- 8 large or 10 medium eggs = 1 ½ cups + 2 tablespoons
- 12 large or 14 medium eggs = 2 ¼ cups + 2 tablespoons
- 1 cup whole eggs = 7 small, 6 medium, 5 large, 4 extra large eggs, or 10 ounces
- 1 cup egg whites = 10 small, 8 medium, 7 large, or 6 extra large
- 1 egg = 1 tablespoon cornstarch (as thickening)
- 1 large egg (standard recipe size) = 2 ounces
- 1 dozen large eggs = 24 ounces
- 1 dozen extra large eggs = 27 ounces
- 1 dozen medium eggs = 21 ounces
- 3 tablespoons frozen whole eggs = 1 shell egg
- 1 1/3 tablespoon frozen yolk = 1 fresh yolk
- 2 tablespoons frozen egg white = 1 fresh white

Dairy
- 1 cup (2 sticks) butter = 1 cup margarine (not whipped) = 14 tablespoons shortening or lard + ½ teaspoon salt for baking
- 3 ounces cream cheese = 6 tablespoons
- 8 ounces cream cheese = 1 cup
- 1 pound lard = 2 cups
- ½ pound cottage cheese = 1 cup
- 13 ½ ounce carton dry cottage cheese = 2 1/3 cups
- 1 pound semi-hard cheese (like cheddar, jack) = 4 cups shredded
- 1 cup buttermilk = 1 cup milk – 1 tablespoon + 1 tablespoon vinegar or lemon juice; let stand 5 minutes (Do not use naturally soured milk anymore)
- 1 cup buttermilk = ¾ cup plain yogurt + ¼ cup water or milk
- 1 cup skim milk = 1/3 cup instant nonfat dry milk + 7/8 cup water
- 1 cup whole milk = ½ cup evaporated milk + ½ cup water
- 1 cup whole milk = 1 cup buttermilk + ½ teaspoon baking soda (decrease baking powder by 1 teaspoon)
- 1 cup whole milk = 1 cup reconstituted nonfat dry milk + 2 ½ teaspoons butter or margarine
- 14 ounce can sweetened condensed milk = 1 1/3 cups
- ½ pint sour cream = 1 cup
- 13 ounce can evaporated milk = 1 2/3 cups
- 5 ¾ ounce can evaporated milk = ¾ cup
- 1 cup half and half = 1 cup whole milk + 1 ½ tablespoons butter
- 1 cup whipping cream = ¾ cup milk + 1/3 cup butter (for cooking only)
- 1 cup whipping cream = 2 cups whipped cream = 2 cups prepared whipping topping or 3 ½ ounces frozen whipped topping
- 3 cups low fat sour cream = 13 ½ ounces dry cottage cheese + ¾ cup skim milk, chilled and blended with 1 teaspoon lemon juice and ¼ teaspoon salt

Flour, Beans, Grains
- 1 pound all-purpose flour = 4 cups sifted
- 1 cup minus 2 tablespoon all-purpose flour = 1 cup cake flour, both unsifted
- 1 cup self-rising flour = 1 level cup all-purpose flour + 1 ½ teaspoons baking powder + ½ teaspoon salt
- 1 cup all-purpose = 1 ½ cups breadcrumbs for baking
- 1 cup all purpose = 1 cup whole wheat flour - 1 tablespoon
- 1 tablespoon all-purpose = 1 ½ teaspoons cornstarch or 2 teaspoons quick-cooking tapioca for thickening
- 1 cup white rice = 3 or more cups cooked
- 1 cup parboiled rice = 3 to 4 cups cooked
- 1 cup brown rice = 3 to 4 cups cooked
- 1 cup pre-cooked rice = 1 to 2 cups cooked
- 1 cup regular barley = 4 cups cooked
- 1 cup quick barley = 3 cups cooked
- 1 cup bulgur wheat = 4 cups cooked
- 1 pound while rice = 3 cups raw = 11 to 12 cups cooked
- 1 cup cornmeal = 4 cups cooked mush
- 1 cup grits = 4 cups cooked
- 1 cup dry beans = 2 ½ cups cooked
- 2 cups quick or old-fashioned oats = 4 cups cooked

Fruit

- 1 pound fresh apples = 3 medium, or 3 cups sliced/diced
- 16 ounces can apricots = 8-12 whole or 12-20 halves
- 1 pound bananas = 3-4 bananas, 3 cups sliced, 1 1/3 cups mashed
- 1 pound berries = 2 cups (except strawberries)
- 1 quart cherries = 2 cups pitted
- 1 pound cranberries = 1 quart sauce
- 1 pound grapes = about 3 cups seeded
- 1 pound grapefruit (1 medium to large) = about 1 cup sections
- 1 pound lemons (5) = 1 cup juice
- 1 lemon = 3 tablespoons juice, 2 teaspoons grated peel
- 1 pound limes (8) = 1/3-2/3 cup lime juice
- 1 lime = 1-2 tablespoons juice, 1 teaspoon grated rind
- 1 pound oranges (3 medium) = 1 cup orange juice
- 1 orange = 1/3 cup juice, 1 tablespoon grated rind
- 6 ounces frozen orange juice concentrate = 3 cup juice
- 1 tablespoon orange juice concentrate, undiluted can be substituted for 1 tablespoon grated orange rind in liquid recipes
- 3 pounds melon = about 5 cups diced
- 1 pound peaches or pears = 4 medium, 2-3 cups sliced
- 16 ounce can peaches = 6-10 halves
- 2 pounds fresh pineapple in rind (6 inch crown removed) = 4 cup chunked
- 20 ounce can sliced pineapple = 10 rings + ¾ cup liquid
- 8 ¼ ounce can sliced pineapple = 4 rings + 1/3 cup liquid
- 20 ounce can chuck pineapple = 2 ½ cups + ¾ cup liquid
- 20 ounce can crushed pineapple = 2 ½ cups or 1 ¾ cup drained
- 1 pound cut up rhubarb = 2 cup cooked
- 1 pint strawberries = about 2 cup sliced
- 1 quart strawberries = 1 ¾ cup puree, 2 cup crushed
- 1 ½ pound fresh strawberries = 4-5 cup sliced

Leavenings

- 1 teaspoon baking powder = ¼ teaspoon baking soda + 5/8 teaspoon cream of tartar, or ¼ teaspoon baking soda + 1 ½ teaspoon vinegar or lemon juice, or ¼ teaspoon soda + ½ cup buttermilk or soured milk
- 1 packet dry yeast = 1 compressed cube of refrigerated yeast
- 1 packet dry yeast = 1 scant tablespoon from jar

Pasta

- 8 ounces elbow macaroni = 2 cups uncooked = 4 cups cooked
- 8 ounces seashells or twists = 3 ½ to 4 cups uncooked = 4 cups cooked
- 8 ounces spaghetti or linguini = 4 cups cooked
- 8 ounces vermicelli = 3-4 cups cooked
- 8 ounces fine or medium egg noodles = 4-5 cups uncooked, 4-5 cups cooked

Spices, herbs and flavorings

- 1 ounce unsweetened chocolate = 1 square = 1 packet pre-melted = 3 tablespoons unsweetened dry cocoa + 1 tablespoon fat
- 1 ounce unsweetened chocolate + 4 teaspoons sugar = 1 2/3 ounces semi-sweet
- 1 ounce unsweetened chocolate = 3 tablespoons carob powder + 2 tablespoons water
- 1 tablespoon rum extract + 3 tablespoons liquid = ¼ cup rum
- 1 teaspoon vanilla extract = 1 inch vanilla bean split and simmered in liquid of recipe
- ¼ teaspoon powdered ginger = 1 teaspoon chopped fresh = 2 teaspoons minced, crystallized
- 1/8 teaspoon garlic powder = 1 small garlic clove or ½ teaspoon garlic salt
- 1/3 to ½ teaspoon dried herbs = 1 tablespoon fresh
- 1 teaspoon lemon juice = ½ teaspoon vinegar
- 4 teaspoons beef stock base dissolved in 1 ¼ cups water = 1 can condensed beef bouillon or consommé
- 1 tablespoon rehydrated bell pepper flakes = 3 tablespoons chopped fresh bell pepper = 2 tablespoons chopped pimiento
- 1 teaspoon Beau Monde seasoning = 1 teaspoon seasoned salt or ½ teaspoon table salt
- 1 teaspoon dried lemon peel = 1 teaspoon grated fresh = ½ teaspoon lemon extract
- 1 teaspoon dry mustard = 1 tablespoon prepared mustard = ½ teaspoon mustard seeds
- 1 cup wine = 13 tablespoons water + 3 tablespoons lemon juice + 1 tablespoon sugar
- 1 teaspoon dried parsley = 3 teaspoons chopped fresh
- 1 tablespoon dried spearmint or peppermint = ¼ cup chopped fresh mint

Sugar and Sweets

- 1 pound brown sugar = 2 ¼ cups firmly packed
- 1 pound confectioners sugar = about 4 cups sifted
- 1 pound granulated sugar = 2 ¼ cups
- 1 pound superfine = 2 1/3 cups
- 1 pound honey = 1 1/3 cups
- 16-ounce bottle corn syrup = 2 cups
- 1 cup brown sugar = 1 cup granulated sugar + 3 tablespoons unsulfured molasses
- 1 cup confectioners sugar = ¾ cup granulated sugar
- 1 cup granulated sugar = 1 ¾ cup confectioners sugar for uses other than baking
- 1 cup granulated sugar = ¾ cup honey (reduce liquid by ¼ cup)
- 1 pound puffy marshmallows = about 90 large or 9 cups (about 900 mini)
- 1 large marshmallow = about 10 mini

Vegetables

- 1 pound fresh green beans = 3 cups cut-up
- 1 pound cabbage = 4 cups shredded
- 1 dozen ears of corn = 3 cups cooked kernels
- 1 pound fresh celery = 4 cups diced
- 1 pound peas in pod = 1 ½ cups shelled
- 1 pound fresh button mushrooms = 5 cups sliced, 3 cups sliced and sautéed
- 1 medium yellow onion = 1 cup chopped
- 1 pound onions = 3 medium
- 1 pound lettuce = about 12 cups shredded
- 1 pound potatoes = 3 medium, 2 ½ cups diced, or 1 ¾ cups mashed
- 1 pound raw spinach = 1 ½ cups cooked
- 1 pound tomatoes = 3 medium, 1 ½ cups chopped, ¾ cup (6 oz) sauce, or ¼ cup (2 oz) paste
- 16 pounds tomatoes = 1 peck
- 8 ounces tomato sauce = 2/3 cup water + 1/3 tomato paste
- 3 cups tomato juice = 2 ½ cups water + 6 ounces tomato paste + ¾ teaspoon salt