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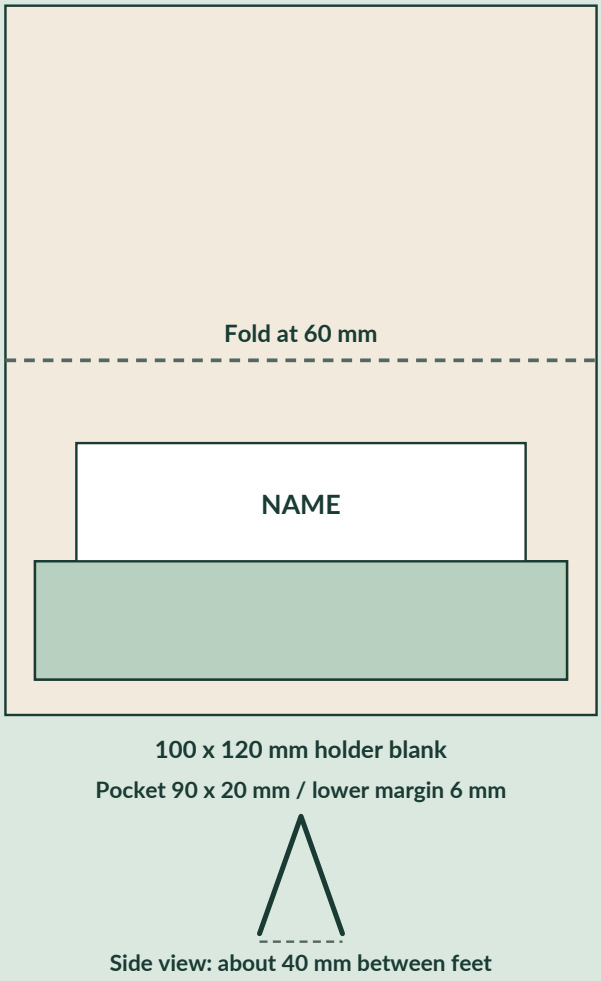
MAKE / PERSONALIZED GIFTS & HOME ACCENTS

Build a Set of Reusable Party Place Cards



Make six folded card holders with interchangeable name inserts for future gatherings.

14 practical steps • Original diagrams and maker records

Illustrative plans — not physical test results

Before you start

A thoughtful table setting need not start with a new set of folded cards every time. Make six sturdy paper tents with front pockets for removable names. Only the inserts change between gatherings. These are adult indoor decorative place markers, not food-contact articles, toys, or candle surrounds. Keep paper away from heat, flames, hot dishes and damp surfaces.

Materials

Six pieces of foldable cardstock measuring 100 x 120 mm, six 90 x 20 mm pocket strips of matching card, spare cardstock for at least six 76 x 35 mm name inserts, pencil, ruler, paper scissors, a blunt paper-folding tool, a compatible labelled paper adhesive and a suitable writing pen. Use a flat protective work surface and keep tools and loose pieces away from children and pets. Follow adhesive directions and ventilation requirements.

Plan the project

Each holder starts as a 100 mm wide by 120 mm high rectangle. Fold across its width at 60 mm to form two 100 x 60 mm panels, with the fold at the top. On the chosen front, measure from its lower edge: centre a 90 x 20 mm pocket strip 6 mm above that edge, leaving 5 mm at each side of the panel. Attach the strip only along its two 5 mm side bands and a 5 mm bottom band; leave the top open. The nominal clear pocket width is 80 mm and its depth is 15 mm. A 76 x 35 mm insert slides into that opening, with about 20 mm visible above the pocket. Check the actual opening after the adhesive cures; trim or remake the insert if necessary. The top of the seated insert is 46 mm above the front panel lower edge, below the 60 mm fold. Open the tent until the lower edges stand about 40 mm apart, and adjust for a level table. Make all six identical, but do not force a rigid or brittle card to fold.

Steps 1–2

1. Choose the table position

Plan where each marker will sit before you cut the cards. Use a dry level table with room for a footprint about 100 x 40 mm. Leave space between the place marker and plates, drinks, candles and serving dishes. If there is no suitable spot, use a separate name board.

2. Choose a coordinating palette

Pick one neutral holder colour and a contrasting name-card colour. Try a dark pen on an offcut to check that names remain legible. Keep the decoration on the holder rather than the replaceable insert so that different names will look consistent.

Steps 3–4

3. Prepare the two patterns

Print the insert and pocket strip on the template sheet at actual size, and measure its 20 mm calibration bar. Draw the 100 x 120 mm holder separately using a ruler, as shown in the measured layout. Correct inaccurate print scaling before tracing.

4. Cut six holder blanks

Measure six 100 x 120 mm rectangles. Cut one sheet at a time with suitable paper scissors on a supported surface. Check that both short ends are parallel. Stack the blanks to compare size, and recut any substantially irregular piece rather than hiding it in the set.

Steps 5–6

5. Fold the tents

Measure 60 mm from a short end of each holder, mark both sides and connect them lightly across the 100 mm width. Crease with a blunt folding tool appropriate for card. Fold so the two 60 mm panels meet evenly; replace card that splits at the crease.

6. Mark the front pocket position

Choose which panel will face the guest. Lay it flat, outside facing up. Measure 5 mm in from the left and 6 mm up from the lower edge. Lightly mark the 90 x 20 mm strip position without drawing into the visible name area.

Steps 7–8

7. Cut the pocket strips

Cut six strips 90 mm wide and 20 mm high. On the reverse of each strip, mark 5 mm bands on both sides and the bottom. Leave the central 80 mm of the top edge unmarked and free of adhesive so that a card can enter.

8. Attach the pockets

Apply a thin amount of compatible adhesive only to the marked bands, following its instructions. Set the strips onto their front panels and hold or support them as directed. Keep adhesive from squeezing into the open centre; let the bonds cure fully before inserting anything.

Steps 9–10

9. Cut the removable names

Cut six 76 x 35 mm inserts from smooth card. Check the actual cured pocket width with a spare insert before writing names. The design allows about 2 mm clearance on each side; if glue has narrowed the pocket, make a slightly narrower insert rather than forcing it.

10. Write the names

Use the upper 20 mm of each insert for a name, leaving the lower 15 mm blank because it slips into the pocket. Centre short names and use a readable smaller hand for long ones. Let ink dry fully. Write only on inserts, not on the reusable holder.

Steps 11–12

11. Seat the inserts

Slide the blank lower part into the open top of each pocket until it reaches the lower bonded band. Check that the name remains visible and the card top is below the fold. If the strip lifts or the card jams, stop and correct the fit before reuse.

12. Open and align the set

Open each tent so its lower edges sit about 40 mm apart. Stand it on a dry level surface and adjust the opening if it leans. Place the holders with the front facing the intended seats. Replace any base that rocks or collapses during ordinary placement.

Steps 13–14

13. Prepare for another gathering

After use, remove the name inserts by holding the holder and lifting the card gently. Do not pull on the pocket. Wipe only with a dry soft cloth if the material permits, and store the holders flat without crushing the pockets. Discard wet or damaged paper.

14. Record the reusable set

Record the actual pocket width, insert dimensions, holder opening and quantity. Keep blank replacements with the folded holders, labelled by colour. Mark DECORATIVE READY, CHANGE or HOLD based on observed condition, not an assumed number of future uses.

Fix, care and preserve

Insert will not slide

Let adhesive cure, then check for squeeze-out; cut a narrower insert or remake the pocket.

Name is hidden

Move lettering into the upper 20 mm and check the actual seated depth.

Tent falls flat

Adjust the opening on a level surface; choose stiffer foldable card if it cannot hold its shape.

Pocket peels away

Remove the insert and repair with a compatible adhesive before reuse.

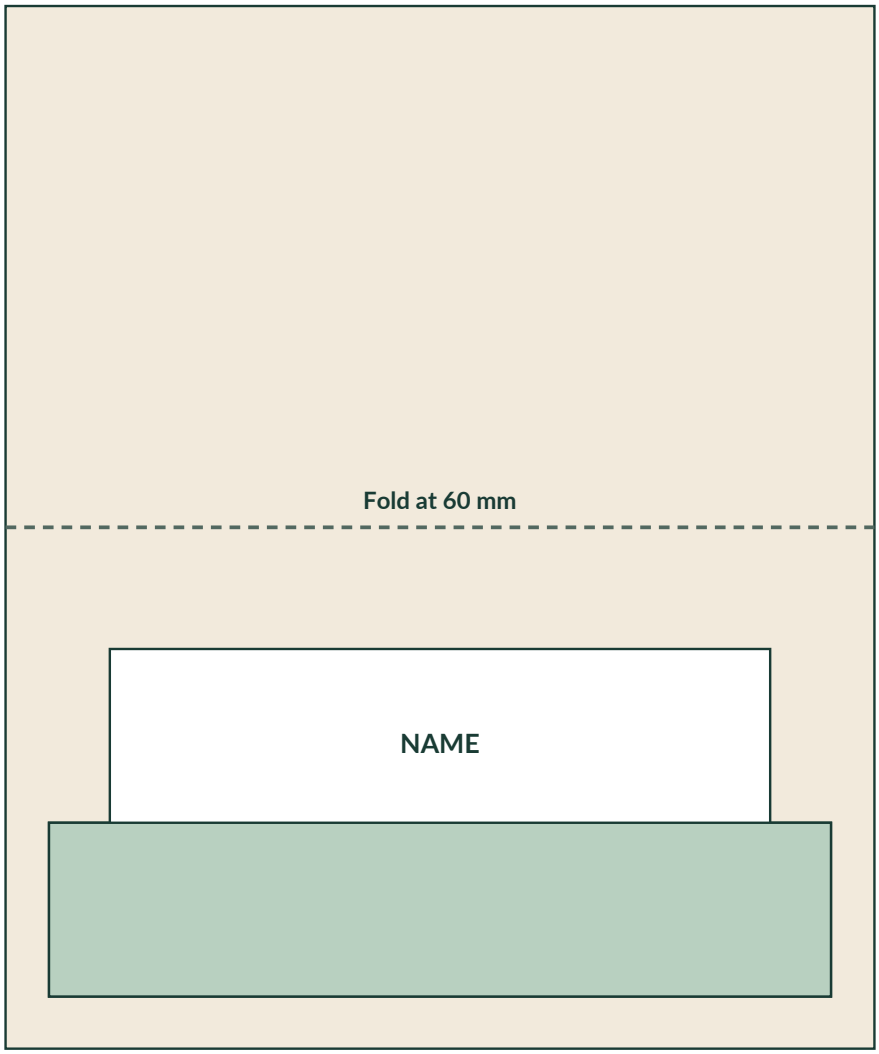
Originality and evidence boundary

Original Steadleaf English prose, design, dimensions, artwork, diagrams and maker records. Follow actual material and tool instructions. No physical construction, cutting, sewing, adhesion, washing, durability or safety testing was performed by the publisher. Adult decorative craft only; no safety or archival certification.

Print the following pages separately if desired. For any actual-size template, disable fit-to-page scaling and check the printed calibration bar. Measured schematics are not full-size cutting patterns.

Pattern 1

Measured holder layout: 100 x 120 mm blank, fold across width at 60 mm. Front panel pocket: 90 x 20 mm, centred horizontally, 6 mm above lower edge. Open tent to about 40 mm between feet. Schematic; draw the holder with a ruler.



100 x 120 mm holder blank

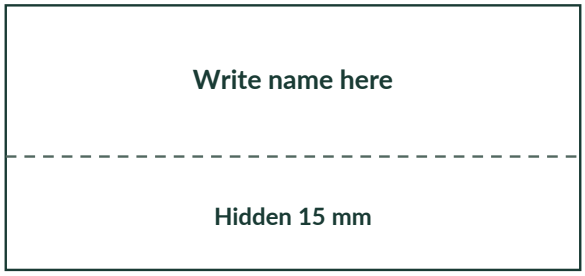
Pocket 90 x 20 mm / lower margin 6 mm



Side view: about 40 mm between feet

Pattern 2

Actual-size interchangeable name insert (76 x 35 mm) and pocket strip (90 x 20 mm). Insert has a 20 mm visible writing zone and 15 mm hidden zone. Adhesive goes on 5 mm side and bottom bands only. Verify the 20 mm calibration bar at 100% print size.



76 x 35 mm name insert



90 x 20 mm pocket / shaded areas = adhesive

20 mm calibration bar

Record 1 — Materials and plan

Record actual observations only. Use UNKNOWN or NOT CHECKED for anything you have not established.

Gathering / table position

Holder card and actual blank dimensions

Pocket material / actual opening width

Adhesive / cure instructions

Insert size and writing-zone check

Colour / lettering plan

Number of holders and spare inserts

Decision: PROCEED / CHANGE / HOLD

Record 2 — Finish and display

Record actual observations only. Use UNKNOWN or NOT CHECKED for anything you have not established.

Quantity completed / actual holder width

Tent opening / observed stability

Pocket condition and insert fit

Names readable / ink dry

Replacements prepared / storage location

Display limitations / damage observed

Disposition: DECORATIVE READY / CHANGE / HOLD

Date / next gathering