



Picnic Caddy

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Paper Sizes:

Main Box

- One 12" x 12" piece of cardstock

Box panels

- Four 4-3/4" x 3-1/4" black mat
- Four 4-5/8" x 3-1/8" red mat
- Four 4-1/2" x 3" white panel

Handle

- Two 5" x 8-1/2"

Inserts

- Two 3-7/16" x 7-1/2"

Supplies:

- Scor-Pal™
- Scor-Mat®
- Scor-Tape® or a strong adhesive
- Craft knife and ruler or scissors
- Corner rounder
- Key Tag punch or similar punch

Main Box Step 1

Align 12" x 12" piece of cardstock to the top fence, left side, and score at 3-1/2" and 8-1/2"
Rotate 1/4 turn and repeat.



Main Box Step 2

Cut on score lines on opposing sides to where the score lines intersect; 4 cuts total. Pre-fold all score lines and assemble into a box form.



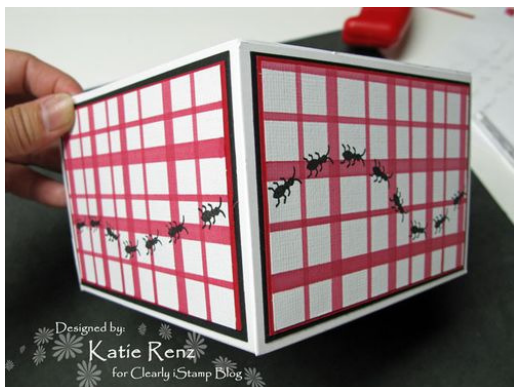
Main Box Step 3

Stamp and decorate box panels, as desired.



Main Box Step 4

Adhere decorated panels to box.



Handle Step 1

To create handle: using the 5" x 8-1/2" piece of cardstock, align the 8-1/2" side to the top fence, left side and score at 2-1/2". Repeat on second piece.



Handle Step 2

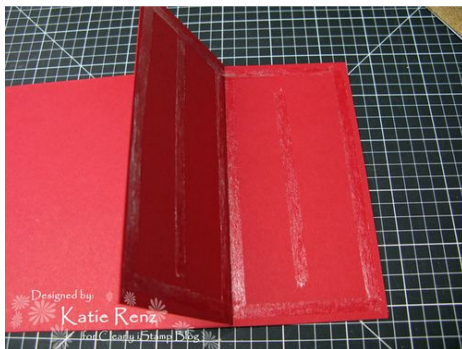
Punch the key tag, or similar punch, at the center point of the handle top. Align second piece of cardstock to the punched piece and punch a second time; or trace punched shape with a pencil and punch second piece. This will ensure your punched handles adhere evenly to each other when assembled.

Now, corner round outside upper corners only. Adhere Scor-Tape, or adhesive, to one panel *above the score line only*, and attach to second piece.



Handle Step 3

Pre-fold score lines and adhere Scor-Tape to bottom flaps.



Handle Step 4

Adhere handle into box, press firmly.



Inserts Step 1

To create inserts: score $\frac{1}{2}$ " on each long side of the $3\text{-}\frac{7}{16}$ " x $7\text{-}\frac{1}{2}$ " pieces of cardstock.



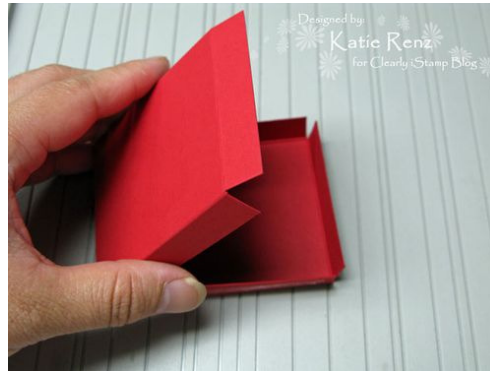
Inserts Step 2

Rotate $\frac{1}{4}$ turn and align the $7\text{-}\frac{1}{2}$ " side to the top fence, left side, and score at $\frac{1}{2}$ ", $3\frac{1}{2}$ ", 4 " and 7 ".



Inserts Step 3

Cut on score lines to where score lines intersect and remove pieces. Pre-fold all scores. Adhere Scor-Tape to 3 flaps only, as shown below. Remove liner and adhere flaps together to create insert boxes.



Inserts Step 4

Decorate strips of 2" x 1/2" pieces of cardstock to match caddy and attach to top of inserts.



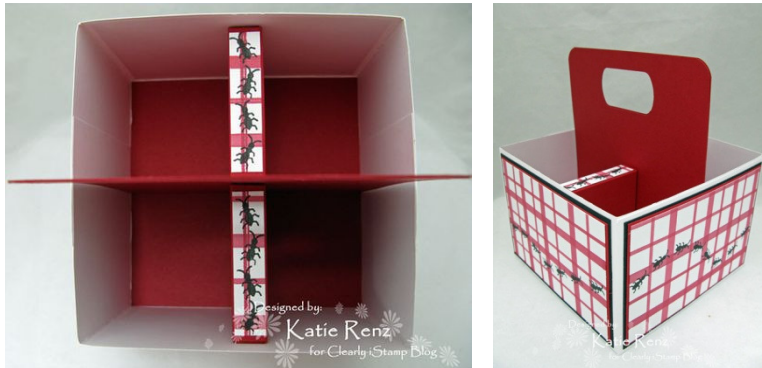
Inserts Step 5

Adhere Scor-Tape on remaining 3 sides of inserts.



Inserts Step 6

Remove liners and adhere inserts to inside caddy.



Fill with your favorite party utensils and enjoy!

