

Assembly Instructions

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Materials (you will not need all of these unless you are making everything)

- Printed Files (see printing instructions page)
- Scissors
- Paper Cutter (you can use scissor on everything, but this makes the straight lines quicker)
- Standard Office Hole Punch
- 2 Inch Punch (circle or fancy shape. You can purchase at your local craft store or online)
- Glue Dots (You can use scotch tape for everything, but glue dots work best for certain things)
- Scotch Tape
- Ribbon or Twine
- Lollipop Sticks Or Tooth Picks (Lollipop sticks are at your local craft store)
- Stapler

Banners

- Cut out your pieces.
- Use a standard office hole punch.
- On the top of the banner create two holes (one on each side) do this to every piece.
- Get your banner in order.
- String through (like you are threading) your ribbon or twine of choice until you have connected all the pieces. Leaving a long enough piece on each end of the banner for hanging.

Party Logos (Cupcake Toppers)

- If you are using these as the 2inch squares they come in then cut each square.
- If you are going to use a 2inch punch of some sort then cut the logos out in a row so you now have 3 rows each having 4 logos. Do NOT cut out each square before punching. Cut in rows so it is easier to hold as you slide through the punch.
- Then grab a row and your punch. Turn your punch upside down and slide paper through so you can line up your logo with your punch. Get it even and push down. Continue until you have punched out all logos.
- You can now use these to decorate bags or glue dot to gift boxes.
- For Cupcake Toppers you now take a lollipop stick or tooth pick and a little piece of scotch tape. Tape the stick to the back of the logo. Insert into cupcakes.

Cupcake Wrapper

- Cut the wrappers out.
- Take the wrapper and wrap around your cupcake carefully. Use scotch tape to close it around the cupcake.
- Some people close their wrappers and then put the cupcake in. I have found that way is messier and hard to get the cupcake in correctly. I love wrapping around the cupcake and then taping shut.
- You could also use glue dots here so you don't see the tape line if you want.

Party Circles

- Cut out the circles – small scissors are easiest.
- Use to hang from the ceiling or tape to a dowel rod and use as a centerpiece stick in a vase.
- You can also use these as cake toppers by taping to a large lollipop stick or paper straw.

Thank You Tags

- Cut the tags out.

- Use a standard office hole punch to punch a hole at the top.
- Use ribbon or twine of your choice to loop through the hole.
- Attach to your item of choice.

Water Bottle/Drink Wrappers

- If you will be putting these in ice then you must print on water bottle wrap paper. Or solid sheet gloss cardstock and use glue dots.
- Cut your wrappers out.
- Use glue dots on each end of wrapper (underneath)
- Stick to the water bottle or drink bottle and wrap around.

Bag Topper

- Cut out.
- Fold over a sandwich bag or standard Ziploc bag.
- Use staples on each side to staple to the bag and shut.

Cut Outs Large / Photo Booth Props

- Cut out the items.
- You can now use these in so many ways.
- Attach to dowel rods to create centerpiece sticks (put in vases, added shredded paper, read to use as a centerpiece).
- Attach to dowel rods and use as photo booth props.
- Hang from twine or ribbon and use as hanging décor.

Cut Outs Small

- Cut out
- Use on straws for drinks.
- Use on lollipop sticks as cupcake toppers.

Game & Game Pieces

- Print large games at print shop
- Game pieces are meant to use a 2 inch circle punch to easily create your pieces.
- Follow same instructions as the party logos for punching out. Do NOT cut out each circle before punching. Cut in rows so it is easier to hold as you slide through the punch.

Mini Candy Bar Wrapper

- Cut out each wrapper.
- Use glue dots to wrap around mini chocolate candy bars.

Mini Pennant Banner (Triangle Flags)

- Cut out each flag.
- Fold in half.
- Place a glue dot on the fold line.
- You can now fold over twine or ribbon to create a mini banner or fold over a straw, tooth pick, or lollipop stick.
- Use a glue dot where the two ends meet to connect.

Rectangle Flags

- Cut out the number of flags you need. (this is a long process – warning)

- Use these on paper straws or tooth picks or lollipop sticks. You can even use on the bottom of a wine glass stem.
- Fold the flag in half.
- Open it up and place a glue dot on the fold line (this is so it won't slide off your item).
- Fold around your object. Use a glue dot on the two end pieces to hold them together.

Placemat and Posters

Print at a print shop and they are ready to use. No cutting required.

8.5x11 Signs

- No cutting required.
- You can use as they are or create a hanging sign.
- Punch a hole with standard office hole punch on each side at the top.
- Loop ribbon or twine through tying a knot.

Special Items In Certain Packages

Activity Books / Color Books / Books

- Once cover is printed you don't need to cut it is ready to use
- Get some solid white print paper or lined paper (I like to do 4 or 5 sheets per book)
- Lay your cover pretty side down and then put paper on top.
- Fold in half.
- Staple three staples along the spine of the book.

Masks

- Cut Out
- Use a standard office hole punch to punch a hole on each side of the mask.
- Use thin elastic to tie through and create a mask to wear.

Crayon, Box, or Special Item Wrap

- Cut out.
- Use glue dots to wrap around the item.

Wand Cut Outs

- Cut out the shapes.
- Attach to a dowel rod with hot glue or tape.
- You can now add ribbon or other items to make the wand more extravagant.