



# MINI DESKTOP CALENDARS

## SUPPLIES & TOOLS

- Mini Calendar Pad pk/10, 2 in. x 3 in. #30229020
- 4 in. x 12 in. Cardstock - for calendar base
- 1-1/4 in. x 3-1/2 in. Cardstock for top base layer
- 2 qty. - 3-7/8 in. x 3-7/8 in. Xtra Heavywt. Chipboard #30152454 - for backing\*
- 1 in. x 9 in. Cardstock - for calendar slip holder
- Assorted Stamped images/sentiments, die cuts, stickers, etc. for embellishing
- 1/4 in. Double stick Tape #30013284
- Pop Dots (1/2 in. foam glue dots) #30008288
- Score Board #30195075
- Scissors
- Paper Trimmer #30174692
- Optional: A4 envelope for 4-1/4-in. x 5-1/2in. cards



NOTE: Sample used stamped images and sentiments from dandelion designs stamps - You are My Ebi-Thing #30218778, Soy Awesome #30224677, You Mean so Mochi #30218779, Avery Elle Peek a Boo Pets #30206805

\*For the Chipboard backing, you can also make the end to end width measurement to match the cardstock base. Making it 4 in. wide x 3-7/8 in. high. The 3-7/8 in. allows for spacing by the creased fold lines. Same for the bottom piece that goes on the 2 in. x 4 in. section.

## INSTRUCTIONS



1. Take the 4 in. x 12 in. cardstock and place on the Score Board with the 12 in. edge along the top edge. Score at these points:  
2-inch, 6-inch and 10-inch.

Crease the scored lines.



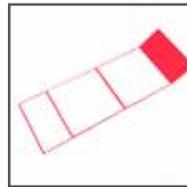
3. Fold the piece in half at the 6 in. scored line. Bring the two end sections together at the bottom and overlap. This should form a freestanding tent design. Unfold.



5. Adding the calendar - Wrap the 1 in. x 9 in. cardstock around the front section. Overlap ends and tape together on the back chipboard side creating a belly band.

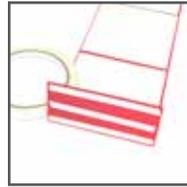


7. Decorate the base above the calendar with stamped images, stickers or other embellishments. You can stamp directly onto the base or center the 1-1/4 in. x 3-1/2 in. cardstock strip along the top above the calendar for another layer. If you want to place the finished calendar into a standard A4 envelope, do not place embellishments more than 5-1/2 inches over the top edge.



2. To make the calendar base sturdier, center and tape 3-7/8 in. squares of chipboard behind each of the 4 in. x 4 in. sections.

Center and tape the 1-7/8 in. x 3-7/8 in. chipboard piece to onto one of the 2 in. x 4 in. end sections.



4. Place double-stick tape on one of the 2 in. x 4 in. sections. Overlap and tape together to make the bottom of the calendar stand.

TIP: If giving as a gift - Just leave the double-stick tape on with the protective lining and leave it un-assembled so you can fold it flat and place in an envelope. The recipient can fold into shape and tape in place.



6. On the frontside, slip the calendar over the strip to display. This allows you to change out just the calendar the following year.

Or, you can just tape the cardboard backing of the calendar directly onto the front of the base without adding the belly band.



8. Finished samples