

# PROJECT INSTRUCTIONS

## : Four Tier Cupcake Stand

*displays approximately 100 cupcakes*

### Supplies

- 4–5 sheets of 32" x 40" foamcore, 3/16" thick
- Utility knife
- Metal yardstick
- Hot glue gun and glue sticks
- 6 yards of white (or white on white patterned) fabric (see calico/quilting section of fabric store)
- White screen printers tape or duct tape
- 10 1/2 yards of ribbon



### Directions

- On the foamcore sheets, measure 1 of each of the following:  
32" x 32" base, 24 1/2" x 24 1/2" base, 17 1/2" x 17 1/2" base, 12" x 12" base
- Measure 4 of each of the following:  
32" x 6" side pieces, 24 1/2" x 6" side pieces, 17 1/2" x 6" side pieces, 12" x 6" side pieces
- Using the utility knife and the ruler as a guide, carefully trim out your pieces. Be patient. DO NOT try to cut through the foam core in one try. It will take several passes to cut through it cleanly and safely.
- Assemble each box using the following method.
  - Lay the base flat on a table. Apply a bead of hot glue along the long side of one of the side pieces. It may melt the foam a bit, but that's not a problem. Immediately attach the side to its corresponding base. Hot glue cools quickly but you will have a little time to reposition it if you it isn't perfect.
  - To attach the next side piece, apply glue to a short side and a long side and then attach it to the side you've already put down and the base. The second side piece may be extending past the base a bit, due to the thickness of the foamcore. Position the box so that the long side piece is laying flat on the table. Using the ruler and utility knife, remove the excess.
  - To attach the third side piece, again apply glue to a short side and a long side and then attach it to the side you've already put down and the base. Again, trim any excess using a ruler and knife.
  - To attach the final side piece, first hold the side piece up to position where it will go on the box. Line it up with an inside edge of the box and then mark on the side piece where it needs to be cut in order to remove the excess. Trim the side piece first, then apply glue to the two short sides and one long side and then attach it to the finished foam core box.
  - You can trim excess glue with a knife and you can also sand rough edges with an emery board.
- Next lay your fabric flat on a table and place the box on top of it so you can measure how much you will need. Measure the fabric for all four boxes and then iron the fabric smooth. Use starch if needed.

- To wrap each box, use the following method.
  - First center the box upside down on top of the fabric. Beginning on one side, wrap the fabric around the side of the box and into the inside of the box. Secure with tape. It doesn't have to be pretty, just secure. No one will see inside the box. Run tape along the entire edge of the fabric.
  - Next wrap and secure the fabric on the opposite side of the box.
  - Wrapping the third and final sides of the box is a bit trickier. I like to secure it with a small piece of tape in the center first. Then I make a pleat that will run along the corner of the box and then fold it carefully inside the box and tape it in place. You could also wrap the sides in the same way that you would wrap a gift. Be consistent and neat, and it will look great. One of the nice flat sides that you wrapped first will be the front of the finished stand.
- The final step is to add the ribbon. First decide which side will be the front of each box when you display it. Wrap the ribbon around the sides of the box, making sure it is the same height on all sides. I like it a little higher than center, so that it will still show when the cupcakes are on the stand. Cut the ribbon so that you'll have at least an inch overlap. Apply a dot of hot glue to the back of your box and then attach one end of your ribbon. Wrap the ribbon around the box, adding a dot of glue to the center on each side of the box to hold the ribbon securely. Finally secure the end, making sure it overlaps the beginning of the ribbon.
- To make the bows, make 4 rings of ribbon, attaching the 2 ends using hot glue. Make each loop a different size, bigger for the bottom box, and smaller for the top. Use your best judgement, it will depend on the width of your ribbon and your personal preference as to what will look best. After you have made your 4 rings, stand each ring up with the seam at the bottom. Add a dot of hot glue on the inside of the ring, on top of the seam. Press down on the top of the ring, being careful to center it over the hot glue dot. You will make 4 bows this way. Next, wrap a smaller piece of ribbon around the middle of each bow and secure in the back with hot glue.
- Attach each bow to the center of your ribbon on each layer of your cupcake stand, and you're done! I find it helpful to stack all the layers as they will be displayed before I add the bows. It makes it easier to line them up.

## ***Congratulations!***

### **Notes:**

The instructions are not perfect, and no guarantees are to be made or assumed. If you have never worked with foamcore before or have little experience with utility knives, please try to find someone who can help you with that part of the project. Try a local art supply store or a frame shop. Blades are serious tools and you can be seriously hurt!

It will take several hours to build a cupcake stand. This is not a project to be completed after your rehearsal dinner!

The instructions provided as a courtesy and shall not be sold or altered in any way. They are provided for free and should remain as such.