Folded paper-tree place cards for a small Christmas table

A fold-and-cut tree PDF with a name panel. Use the free printable with the steps below. Compare the optional supply only if you need it.

Materials: paper or cardstock, templates, scissors, scoring tool, pen and adhesive.

1. Print a trial tree

Print at actual size and measure the scale square. Cut one plain-paper trial first. Check that the name panel is large enough for the guest's name and that the base rests evenly.

2. Cut and fold carefully

Use solid lines as cut lines and dashed lines as folds. Score gently rather than cutting through a fold. Press the base and center fold into shape, checking that the tree stands without another object holding it up.

3. Write and place

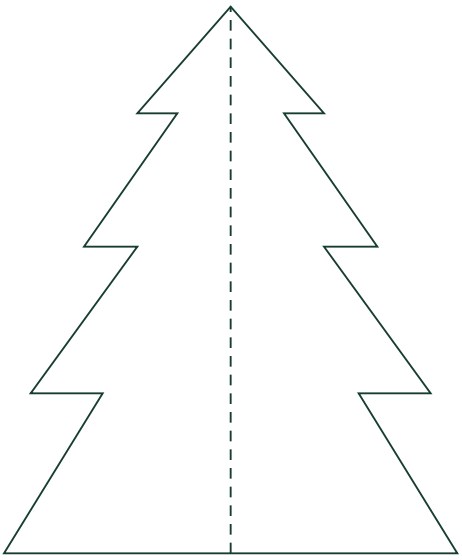
Write the guest's name on a separate label, cut it out and attach it to the folded tree. Test that the card stands. Keep cards away from food, wet glasses, heat and flames.

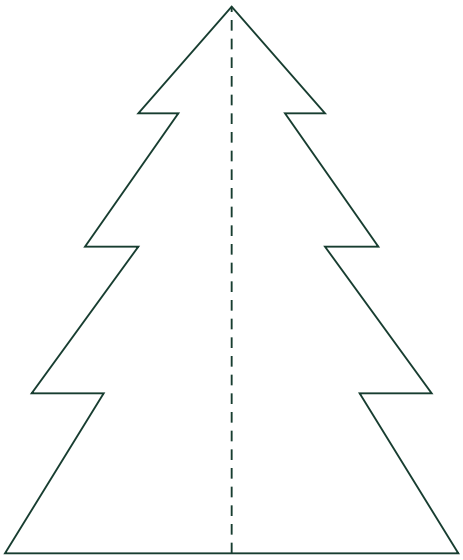
Supervise the use of scissors and scoring tools; keep paper clear of food and flames and small scraps away from children and pets.

Your printable workspace

1 inch

Print at actual size and verify the square. Cut solid outlines; fold dashed lines. Trial on scrap paper. Keep paper away from food, heat and flames.





Guest:

Guest:

Cut the name label separately, attach it to the folded tree, and test balance.