

*Directions for Monogrammed Gift Box with handles and lid / December 2001*

(This project utilizes letters from our Empire Monogram Set.)

*Step 1. Print the instructions.*

These are .pdf files, and require Adobe Acrobat Reader software in order to view and print.

*Step 2. Review instructions and materials required (materials list at the end of these instructions).*

*Step 3. Merge Designs.*

Combine the letters of your choice. For our example we chose A,B,C. The Empire Monogram Set is designed to create three-letter combinations that form an oval shape, with unique versions of the left and right hand letters.

Merge the three letters of your choice within your embroidery software, then save the combination under a new filename. A three-letter combination will require a hoop larger than 4" (101mm.)

Traditionally, the letter in the center is the last name or surname, flanked by the initials for first and last name.

*Step 4. Sew the monogram*

We used a bright red felt, purchased by the yard, to allow enough material to completely encircle the gift box. For the small size gift box we used a piece of felt 10" (25.4cm) wide x 20" (51cm), which provided ample excess width for trimming after the monogram was sewn.

Hoop the felt along with appropriate stabilizer. We used medium-weight tearaway.

We used white thread, but a silver or gold metallic thread would also have been appropriate. After the embroidery is completed, turn the fabric over and remove as much of the tearaway backing as possible.

*Step 5. Trim the Felt.*

Lay the felt on a flat surface, and using a sharp x-acto knife, trim away the excess felt so that you are left with a strip of fabric 4" (10.1cm) wide x 20" (51cm) long, with the embroidered monogram in the center.

*Step 6. Attach the decorative ribbon.*

In order to add an additional decorative element, we trimmed each edge of the felt band with decorative metallic ribbon. We used strips of ribbon 7/8" (23mm) wide.

Attached double-sided poster tape, or other double sided adhesive tape, along the entire length of a piece of ribbon for each edge. The tape should be positioned so that approximately 3/16" (9mm) of the width of the decorative ribbon isn't covered with tape - this is the area of ribbon that will be visible from the front on the edge of the felt.

Turn the felt over so that the back side is facing up, remove the paper from the top surface of the double-sided tape, and attach the ribbon to the felt so that approximately 3/16" (9mm) is hanging over the edge of the felt, with the rest firmly applied to the felt.

*Step 7. Prepare the gift box to receive the monogrammed felt strip.*

Place the flat unassembled gift box face up on a flat surface and, using a ruler, draw a light pencil line 1 1/2" (38mm) down from the top edge of the box. This line will help to align the monogrammed strip once the box is assembled.

Locate the center of the width of one of the wide box panels, and draw two parallel lines that are 1/8" (2.5mm) apart, and 4 1/2" (114mm) long. Using a sharp x-acto knife, cut away the box along these lines to create a slot in what will be the back of the box.

*Step 8. Assemble the gift box, handles, and top.*

Follow the manufacturer's assembly instructions.

*Step 9. Attach the monogrammed felt strip.*

On the back side of the felt strip, apply two strips of double-sided tape approximately 5" (127mm) long, one on each edge, overlapping the ribbon and the felt, and centered on the design. Remove the paper backing from the other side of each piece of tape.

Using the drawn pencil line as a guide, position the monogram onto the front side (the side without the slot) so that it is centered, and press the tape onto the box, with your hand inside the box to insure that the two surfaces stick together.

Place the box face down, with the monogrammed felt strip spread out on each side, and apply short pieces of tape on both edges on each side, then attach each side of the felt to the box.

Pull the remaining ends of the felt through the slot cut in the back of the box, and secure them on the inside of the box with masking tape.

Line the inside of the box with an appropriate color of tissue paper, and insert your gift.

(Note: by using this attachment method, it is easy to remove the entire monogrammed felt strip after the gift has been opened, and it can then be used for another purpose.)

***Congratulations! Your project is complete.***

## Sources for Materials

### *Gift Box with Handles and a Lid*

Boxes are available in three sizes. 5 boxes, in assorted colors, come in each pack. We used the small size 6.25" (16.5cm) x 2" (5cm) x 8" (20.3cm).

They are manufactured by Paper Creations in Appleton, WI and are available through retail dealers in the US, and online at:

<http://www.papercreations.com/giftboxes.htm>

### *Felt*

Widely available at craft and hobby stores

### *Decorative Ribbon*

We used a 7/8" (23mm) silver and gold ribbon called Wire Edge Firefly 5, Manufactured by Ofray Ribbon (C.M. Ofray and Son, Inc.). Widely available in sewing and craft stores.

### *Double-sided Poster tape (or equivalent)*

Widely available at craft and stationery stores.