

The “HOW” of The Wrapping Station

Now that we’ve talked about the WHY of The Wrapping Station, let’s talk about the HOW of The Wrapping Station.

First, let’s talk about box sizes. We purchase only nine (9) box sizes because these sizes will fit most items. The booth is set up so that the left side is an exact mirror of the right side. This makes it easy for volunteers to move around and to get boxes without crossing over to the other side in front of the TVs. Also, each box has a number to make it easier to track. This way we know what we need at a glance and everything stays organized.

Here are the box sizes we use (all measurements are in inches):

BOX 0 - 3x3x7/8

This box holds small Necklaces, Earrings, Bracelets, Gift Cards



BOX 1 – 5.5x3.5x1

This box holds a Wallet, larger Necklaces, larger Jewelry, large Gift



Cards

BOX 2 – 8.5x11.5x1.5

Approximately the size of a ream of copy paper. This box holds Baby Clothes, Scarf/Muffler, Tee-shirt, Gloves, Socks, Small Book, Dish/Hand Towels



There’s more to see. Keep going ...

BOX 3 – 9.25x15x2

Approximately the size of a laptop computer. This box holds a Shirt/Blouse, Yoga Pants, Light Sweater, Children's Clothing



BOX 4 – 11x17x2.5

Approximately the size of a magazine when fully opened. This box holds Men's Pants, Women's Pants, a Bulky Sweater, a Dress, a Tablecloth



BOX 5 – 12x19x3

Approximately the length and width of a personal printer, if looking at the printer from the top. This box holds a Robe, Light Jacket, Medium Jacket, Multiple Clothing Items, Towels, Placements



There's more to see. Keep going ...

BOX 6 – 14x24x4

Approximately the length and width of a printer stand, if looking at the stand from the top. This box holds a Heavy Coat, a Blanket, Multiple Towels



BOX 7 – 9x4.5x4.5

This box holds 1 Yeti, 1 Drinking Glass, 2 Mugs, a Snow Globe, Creamer/Sugar Set, Knick Knacks, Small Vase, Food Items



BOX 8 – 9x9x4.5

This box holds 2 Yetis, 4 Mugs, 2 Drinking Glasses, Small Purse



NOTE: *If someone wants an item wrapped that is too large for any of our standard boxes, feel free to put together several boxes with tape to accommodate the item. (Example: Large Bulky Designer Purse – we put together four Box 8s and wrapped the purse in the newly created box.)*

On the next page, you will see the wrapping papers and ribbons. Keep going ...

The Wrapping Papers and Ribbons

Next, let's talk about paper and ribbons. To be able to make the best use of our budget, we have paired specific wrapping papers with specific ribbons. When you wrap a gift, you can wrap the ribbon around the box any way you would like. We only ask that you stick to the designated ribbon (or ribbons – Papers B and C have TWO ribbons) that are matched to that specific paper.

Here are our papers and ribbons for 2018:



Red, White, and Black Plaid Paper with a Black "Love, Joy, Peace" Ribbon



Cardinals in Wreaths Paper with Red AND Silver Ribbons



Mercury Glass Christmas Paper with Gold AND Silver Holographic Ribbons



Nativity Night Paper with Gold Ribbon



Catching Snowflakes Paper with Red Ribbon



Snowflake Ornaments Paper with Red Ribbon

On the next few pages, you will see how to wrap a gift. Keep going ...

How Do I Wrap a Gift?

Gift wrapping is nothing more than completing a simple puzzle. All it takes is a little patience and time. You certainly don't have to follow the steps below, but this system is the easiest way to wrap gifts. Relax, have fun, and enjoy the experience of talking with your customer while wrapping their gift. (Remember: Only wrap the item or items that will go in ONE box at a time.)

STEP 1: Choose the appropriate size box for the item.



STEP 2: Assemble the box.



STEP 3: Lay in several sheets of tissue paper. Fold the tissue, if needed, to fit in the box.



STEP 4: Place your item (or items) in the box and fold over the tissue paper to cover the items.



Step 5: Close the box and measure around the box with the orange cord, overlapping about two to three inches. Using the length of cord that indicates the box measurement, pull out wrapping paper to that length, and tear off. (The orange cord is NEW this year to help everyone measure accurately.)



Step 6: Lay the box on the paper and bring the paper up the side facing you, and overlap the back just about an inch or so. Crease the paper on that edge and secure in place with tape. Pull the paper taught around the box and crease each edge. At the final crease, fold the paper underneath, and secure with tape.



Step 7: To wrap the sides, fold in the paper on the two shorter sides, creasing each fold. Then fold down the top long side and tap. Fold up the bottom long side, crease along the edge of the box, and secure with tape. Repeat on the other side of the box.



Step 8: Add your bow to the top and you're all finished. Put the wrapped gift in a RHCC shopping bag along with the materials, and hand to the customer, thanking them and wishing them a "Merry Christmas!" Simple and easy.



Step 9: Just have fun and be yourself. At RHCC, we believe we should do things with excellence, but that does not mean perfection. Do the very best you can, enjoy the guests, and always remember that our goal is to minister to these guests.

If you need any help, Jack Jernigan (615-260-3599) or Debbie Ballard (615-545-6800) are here to help you. Feel free to call either if there is anything you need.

Thank you so much for serving. As always, this ministry would not work without your participation and your time. You are such a blessing to RHCC and to our community.

Have a blessed Christmas season!

