

## Instruction for Wrappers

Only one family's gifts at a time on each individual table, so the gifts don't get mixed together. Please take extra care not to mix gifts for different children and/or different families together.

Bring all the bags for one family to the table before you start to wrap, some families will have more than one bag. Check family numbers and check for 1 of 2 or more on the bags. Double check the family numbers, the bags are very close together.

Before beginning to wrap, take all of the gifts out of the sacks and sort them on the table to make sure the number of gifts per child is approximately equal, and that the gifts are age and gender appropriate. If there are inappropriate gifts, or too many gifts for one child, place them on the tables at the front. If you need to add gifts, take from those gifts on the tables.

If you find that only clothes are purchased for a child, go to the tables at the front and select toys for the child. If several sets of clothing were purchased, give the child one set and place the other on the shopping tables. (One set of clothing & shoes & jacket are OK.)

Take at least 4 rolls of paper to you table. PLEASE don't wrap all of the gifts for an entire family (or for one child) with the same paper. Use at least three different colors of paper.

Take all price tags and post-it notes off the gifts before you wrap.

With a high lighter or pen, draw a line through the UPC (bar code) symbol on each gift. Cut the price only off the tags on clothing, stuffed toy's, etc, leave the UPC (bar code) attached.

Do not drop price tags or anything else sticky onto the floor. If you do, please pick them up before they stick to the floor and have to be scraped off later. :)

Write the family number as well as the child's name on the tag on each gift, so if it falls out of Santa's sack . Santa will still know where to deliver it.

After all the gifts for one family are wrapped and tagged, put them back in the clear sack and take to the bagging area, where they will be placed in to a Santa sack.

Clean up before you start wrapping another family/or if you are done for the day.

If you have any questions, ask a Santa helper. They are located at the entrance. :)

This year we will be wrapping at the Dixie Center again.

See you there. :)