



ORGANIZATION SOLUTIONS

Policies and Procedures

Gift Wrap Room / Gift Wrap Area

Wrapping Paper * Tissue Paper * Gift Bags * Boxes * Gift Tags * Bows and Ribbons *
Scissors, Tape, Pen * Gifts to Give * Greeting Card Organizer

Most households have gift wrap supplies, but the amount of supplies they have and how often they use them will vary.

Both the quantity of supplies and the frequency of use will be a guiding factor in determining the best way and place to store.

Best Storage Locations

Unless the home has a designated gift wrap room, or area, you will need to find a place to store the gift-wrap items.

When determining the best location you want to consult with the homeowner to find out just how often they are wrapping gifts.

The more often the client wraps - the more convenient you need to make it for the homeowner. If the client only wraps during the holidays – the less critical it is to keep the gift-wrap items in primary real estate.

Suggested Areas:

Office Area
Craft Room / Game Room
Hall Closet
Guest Bedroom Closet
Family Room Cabinets
Holiday Storage

Frequent Wrapper

For the client who wraps gifts frequently - you want to make the gift wrap items easy to access, both in the area of the home they are located and how they are stored.

Storing gift-wrap in the main area of the house will be your goal for the frequent wrapper and you should scout out the options available.



To make accessing the gift-wrap items most efficient – it would be optimal to find a location that has open shelves that are within reach, or a stack of drawers that can be delegated for the gift-wrap items.

Either of these locations make it possible to create a gift wrap area that is easy to access without the difficulty of needing a step ladder or stacking boxes.

If using open shelves that are within reach – the best way to store the gift-wrap items is in open bins.

As there are a variety of gift-wrap supplies, in an assortment of sizes, you want to find an open container that comes in a variety of sizes. This will allow you to use a size that is best suited for each item while maintaining a clean, uniform look.

If using a stack of drawers - take advantage of drawer inserts to categorize and sub-categories (if needed) gift wrap items.

When creating the wrap area for the frequent wrapper you want to make sure the area is stocked with all of the tools needed to wrap a gift – tape, scissors, gift tags, pen.

In-Frequent Wrapper

For those clients that wrap gifts seldom it is not important to designate prime real estate to the gift-wrap items.

For this client you can scout out locations that are not easily accessible or in the main living area of the house.

If storing gift wrap items on higher, less convenient shelves, you will want to use storage boxes you can stack in order to and best maximize the vertical space. This also makes it easy when getting the bins down, as you don't have to worry about things falling out of an open container.

Sub-Categorizing

The amount of gift-wrap items the client has, and the area where you are storing the gift-wrap will dictate whether or not you need to sub-categorize the gift-wrap items.

Ribbon

- Curling Ribbon
- Satin Ribbon
- Tulle
- By Color (Red, White, Pink, Blue, Etc.)

Wrapping Paper

- Christmas Wrap
- Birthday Wrap
- General Wrap

Gift Bags

- Large Bags
- Medium Bags
- Small Bags
- Wine Bags
- Christmas Bags
- All Other Bags

Holiday Wrap

Many clients store their holiday wrapping supplies with their holiday decorations. This is a great solution for the infrequent wrapper and for those clients who are limited on space in the gift-wrap area.

If you are creating a new gift wrap area in a client's home, and there is adequate room to accommodate the holiday wrap you should consult with the client to see if they would like to move the holiday wrap into the gift wrap area.

Wrapping Rolls

One of the most difficult categories to store in the gift-wrap area is the rolls of wrapping paper. The containers available for storing wrapping paper are limited and none are visually appealing.

If you have drawers available – you definitely want to take advantage of those in order to eliminate the need for a storage container.

If no drawers are available you will need to determine if the vertical storage container or the horizontal storage container is best for the situation.

Gift to Give

Many clients buy gifts in advance in an attempt to be prepared for last minute gift giving needs or the thought that they are “saving” money by buying items on sale.

While we are not proponents of buying gifts in advance, it will be our responsibility to organize and store these items as best as possible when they part of the gift-wrap area.

Greeting Card Organizer

The greeting card organizer that we like to use is the plain white card box from Container Store. This organizer comes with 12 blank divider cards.

Put the tabs in order and place in the box – left, center, right, left, center, right...

Sort your cards by category: Birthday, Anniversary, Mother's Day, Father's Day, Sympathy, Thank You, etc.

You will need to make the labels for the tabs with your label maker.

Put the labels on the tabs in alphabetical order.

Labeling

The majority of items in the gift-wrap area are generic and this is a very easy area to prepare labels in advance.

Be prepared and make generic labels in advance of your appointment to expedite the labeling process.

