**Gift Bags – Contents and Preparation**

1 bag per unit (single, couple or family)

**Items:**

* Gift bag (suggestion – brown paper) 26.5 cm x 7 cm x 22 cm (number enough to cover all units)
* Cellophane bags for chocolates/confectionary (suggestion – 150x90x40 mm – craft/gift bag with bottom gusset)
* Sticky tape
* Curling ribbon or string for chocolate/confectionary bags
* Gift card – personalised with participant’s names or family name (see template) (suggestion – sheened card A4 cut to size – not too thick for printing)

**Suggested Contents:**

* Bottle of water (1 per adult)
* Pen (1 per adult)
* Notepad (1 per adult)
* Bookmark – Christian (verse, saying) (1 per adult)
* Small pocket pack tissues (1 per adult)
* Cellophane bag of approx. 4-5 \*chocolates/confectionary (NB dietary needs) (enough for each unit and suggested for children if any)

\*Cadbury ‘Favourites’ have been used – approx. 39 chocolates per 540g box.

**Information Required for Preparing Confectionary**:

1. Names of participants and their children if any – this instructs us to include appropriate confectionary in correct gift bag
2. Dietary requirements of all participants – (a guide as to what sort of confectionary to include in gift bags for individuals, couples and families)