



# Booth Inventory Sheet

Be sure to plan for the weather in your area and include umbrellas, spare scarves, gloves, and handwarmers as necessary. Booths should not block a store entrance or exit.

- Table
- Chairs
- Tablecloth, displays, and signage
- Pop-ups, if allowed
- Change—be sure to take cookie price into consideration when determining how much change to bring
- Money pouch or cash box
- Technology for processing electronic payments (cell phone, card readers)
- Cookies
- Bags/boxes for large customer orders
- First-aid kit
- Required approval paperwork or documentation (i.e., approval forms, sign-up confirmation, permission forms)
- Inventory worksheet

Booth Location: \_\_\_\_\_ Date: \_\_\_\_\_ Troop #: \_\_\_\_\_

Girl Scout on Duty	Start Time	End Time	Adult Supervisors

Ending Cash	
Starting Cash	-
Total Cash Collected	=
Credit Cards	+
Checks	+
Total Money Collected	=
Expected Total Amount (packages sold x price)	-
Over/Short Money Collected for Boxes Sold	=