

Booth Set-Up

Booth Checklist

- ▣ Count cookies and money before the booth begins*
- ▣ Bring health history forms for all girls present
- ▣ Table and chairs
- ▣ Tablecloth
- ▣ Pens and clipboard
- ▣ Booth Record sheet (on website Cookie Resources page)
- ▣ Cash box (or waist pouch for adult to wear)
- ▣ Cash to make change
- ▣ Booth confirmation email (also in your eBudde app!)
- ▣ Goal chart
- ▣ Hometown Hero/Gift of Caring sign (donations for any other purposes, even for the troop, are not allowed! e.g. no cash or "tip" jars.)
- ▣ Troop number displayed
- ▣ Girl Scout attire or cookie costumes
- ▣ Weather ready attire (ponchos, coats, hand warmers, hats, gloves, boots, tissues)
- ▣ First aid kit
- ▣ Cell phone(s) and chargers
- ▣ Personal protective equipment and hand sanitizer
- ▣ Snow shovel, sand, rock salt might be needed to clear and create traction on snowy/icy ground

***Pro tip:** Noting transactions on Booth Record sheet and counting cookies before and after makes it easier to keep track of booth/troop cookie inventory and record in eBudde the cookies sold.

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Where Do We Set Up?

Booths should be set up fifteen feet from the entrance of the store, at a safe distance from vehicle and customer traffic. Store management may also have specific setup instructions to follow. Girls should stay close to the booth throughout the duration of the booth sale.

What Goes On the Table?

- Tablecloth
- Each variety of cookie and/or cookie menu board
- Goal chart
- Troop number
- Hometown Hero/Gift of Caring donation signage
- Additional signage (e.g. social distancing/directional signs)
- Pens and clipboard with Booth Record sheet
- Hand sanitizer



Go to the GSCO Cookie Resources page for booth materials to print - including the cookie menu board, signs, and more!

What Goes Under the Table?

- First aid kit
- Cash box (if money is not on an adult in apron or pouch)
- Extra warming layers/ hand warmers/ inclement weather gear
- Beverages
- Extra cookies
- Handbags, backpacks, personal items
- Empty cookie boxes

Additional Tips:

- Use cookie menu board instead of putting packages of cookies on display.
- Add Digital Cookie troop link QR code to signs
- Save bags to use for cookie transactions or ask customers to use their own bag