

# Booth Set-Up

## 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 (Do not solicit donations for any other purposes or for the troop)
- ✓ 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
- ✓ 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. Use the Booth recorder in eBudde to allocate cookie sales to the Girl Scouts in your troop!

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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. Girl Scouts 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
- ✓ Pens and clipboard with Booth Record sheet
- ✓ Hand sanitizer



Go to the GSCO Cookie Resources page for booth materials to print - including the cookie with prices menu board and Goal Chart

## 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 (make sure they stay out of the sun!)
- ✓ Empty cookie boxes
- ✓ Handbags, backpacks, personal items

## Additional tips:

- Print off cookie and directional booth signage from the Little Brownie Baker website or have Girl Scouts create their own signs.
- Add Digital Cookie troop link QR code to signs
- Save bags to use for cookie transactions or ask customers to use their own bag



Scan to go to LBB website.