



# 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 #: \_\_\_\_\_

|                                    |         |         |         |         |         |         |         |         |         |         |
|------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Cookie                             |         |         |         |         |         |         |         |         |         |         |
| Price                              | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| Starting Inventory                 |         |         |         |         |         |         |         |         |         |         |
| Packages Sold<br>(Use Tally Marks) |         |         |         |         |         |         |         |         |         |         |
| Donations<br>(Use Tally Marks)     |         |         |         |         |         |         |         |         |         |         |
| Ending Inventory                   |         |         |         |         |         |         |         |         |         |         |
| Total Packages Sold                |         |         |         |         |         |         |         |         |         |         |

| 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<br>(packages sold x price) | - |
| Over/Short Money<br>Collected for Boxes Sold     | = |

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Adult Signature: \_\_\_\_\_