

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

Booth Location: _

- 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

O. die	ADM	77477	LEM	mp.e.	CD		PBP	Thin		OF	C2S	
Cookie	ADV	YAY	LEM	TRE	CD			Mints	PBS	GF		
Price	\$ <u>6</u>	\$ <u>6</u>	\$ <u>6</u>	\$ <u>6</u>	_ \$_6	-	\$ <u>6</u>	\$ <u>_6</u>	\$ <u>6</u>	\$ <u>6</u>	\$ <u>6</u>	
Starting Inventory												
Packages Sold (Use Tally Marks)												
Donations (Use Tally Marks)												
Ending Inventory												
Total Packages Sold												
Girl Scout on Duty			Start	Start Time End Time			Adult Supervisors					
						1						
						1						
Ending Cash							Notes:					
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			=	=			Adult Signatu	re:				