

Cookie Booth Checklist

Once you have received your booth sale shift(s) or followed the guidelines to schedule your own, use this checklist to prepare for your booth:

1. Recruit girls and adults

- Make sure they are prepared for the weather. Most booths are held outside.
- Minimum one girl and maximum four girls at every booth. **We do not allow booths without Girl Scouts.**
- Minimum/maximum of two adults at every booth. Even if there is only one girl, we need two adults so there is always one at the table and one with the girl.
- No tags allowed at booths.

2. Create signs and props if desirable

- Dollar store balloons, tablecloths and décor are economical.
- Promoting Cookie Share is a great way to show another way Girl Scouts give back!

3. Review booth etiquette with the girls

- If a booth is inside, minimize the volume. Ask customers as they approach, do not yell. No chants, songs, cheers, etc. if the booth is inside
- Outside booths: you may sing, cheer and chant but again, watch your volume and do not shout at customers

4. Order cookies

- Be sure to plan ahead either ordering in your initial order or through a weekly planned order. You will then pick-up cookies from a council or service unit cupboard.
- We estimate troops sold approximately 50 packages an hour at high traffic locations. Number of packages sold depends on what varieties you stock and if you've promoted the booth. Weather may play a factor as well.
- You must have Thin Mints for your booth. **Thin Mints are the no. 1 selling Girl Scout cookie (26% of our sales).** You'll also want to have the top-selling varieties but plan accordingly based on average sales. Here are average sales, by variety, for our council:

Thin Mints	26%
Peanut Butter Patties	15%
Caramel deLites	14%
Lemonades	10%
Peanut Butter Sandwich	9%
Adventurefuls*	12%
Shortbreads	6%
Toast Yays	7%
Caramel Chocolate Chip	>1%
<i>*Adventurefuls are new for 2022. We recommend you make these 12% of your mix.</i>	

5. Get change and change box

- Get plenty of fives and tens.
- Do not ask the retailer for change.

6. Tables, chairs and a way to move cookies

- Some stores provide tables and chairs, but most don't. Look to the location notes for this info.
- You'll need a way to move the cookies from the car to the booth.