

Extended Shop Hour Request Form

Shop Location: (circle one) **Central** **Northwest** **Northeast**

Desired Hour Extension: (circle one) 6:00p 6:30p 7:00p Other: _____

Event Date: _____ Event Type: _____

Service Unit Name and Number: _____

Service Unit Contact: _____ Contact Number: _____

Contact Email: _____

How many girls are you expecting? _____ How many adults are you expecting? _____

Would you like to pre-order items in advance?

Item Number	Item Description	Item Quantity	Item Size

Notes of Importance:

- Forms are due to retail@girlscoutsdiamonds.org a minimum of 15 days prior to the listed event date and a minimum of 30 days if you are pre-ordering merchandise.
- The retail team considers staff availability, current request schedule, community/brand impact and expected event attendance regarding all requests. Not all requests will be approved. Event contacts will be notified a minimum of 10 days prior to the event date.

Contact Signature: _____ Date: _____

For Retail Staff

Date Received: _____

Staff Initials: _____

Approved _____ Denied _____

Reason: _____

Notification Date: _____