

## Pop-Up Shop Request Form

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

Event Theme: \_\_\_\_\_ Event Location: \_\_\_\_\_

Location Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Service Unit Region: (circle one)    **Central**    **Northwest**    **Midwest**    **Northeast**    **Southwest**

Service Unit Name and Number: \_\_\_\_\_

Service Unit/Event Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

How many girls are you expecting? \_\_\_\_\_ What are their grade levels? \_\_\_\_\_

How many adults are you expecting? \_\_\_\_\_ (total guest attendance must be 100+ people)

What type of merchandise selection would you like to request for your pop-up shop? (circle all that apply)

Level Specific Items: Daisy

Level Specific Items: Junior

Level Specific Items: Senior

Level Specific Items: Brownie

Level Specific Items: Cadette

Level Specific Items: Ambassador

Non-Mission Critical (Fun) Items

Adult Volunteer Specific Items

Other: \_\_\_\_\_

Additional Merchandise Request Details: \_\_\_\_\_

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](mailto:retail@girlscoutsdiamonds.org) a minimum of 30 days prior to the listed event date.
- The retail team considers staff availability, current request schedule, community/brand impact and required staff travel time regarding all requests. Not all requests will be approved. Event contacts will be notified a minimum of 15 days prior to the event date.

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Staff Notes:  
Set up time, in-door/outdoor location,

**For Retail Staff**

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Notification Date : \_\_\_\_\_