Girl Scouts of Wisconsin Southeast
Build-A-Bear Party Booking FAQ

Q: Who can book a Build-A-Bear booking?
A: Everyone is welcome! Girl Scout membership is not required to book a Build-A-Bear party or experience.

We currently offer two booking options:

- **Birthday Party Bookings:** Available to both members and non-members.
- **Troop Bookings:** Designed specifically for registered Girl Scout troops.

Each booking type offers two pricing packages, allowing you to choose the experience that best fits your group's needs.

Q: How much are the price packages and what is included?
A: Here's a breakdown of our pricing.

Basic Bear Price Package: $16 per guest/Girl Scout with bear, plus an additional $45 base charge for space rental.

- Includes for every guest/Girl Scout: one bear of host/troop's choosing (options include Lil Pudding Bear and Lil Brownie Bear and one bear birth certificate
- 2.5-3.5 hours of fun, including a unique, Girl Scout-themed activity

Girl Scout Cookie Bear Price Package: $28 per guest/Girl Scout with bear, plus an additional $45 base charge for space rental.

- Includes for every guest/Girl Scout: one bear of host/troop's choosing (options include Thin Mints Bear, Coconut Caramel Bear, and Trefoil Bear) and one bear birth certificate
- 2.5-3.5 hours of fun, including a unique, Girl Scout-themed activity

For an additional $11 per girl, you can elect to include a vest.

Bear choice is universal. For example, if a troop chooses the Girl Scout Cookie Bear Package, with the Thin Mints Bear, every Girl Scout in the booking will be receiving a Thin Mints Bear. Bear makers cannot mix and match. For example, one Girl Scout

in the booking cannot receive a Thin Mints Bear, while another receives a Coconut Caramel Bear.

Accessories are not included in the base price. Vests can be added during the booking process.

Q: What do bookings look like?
A: Depending on the booking type, overviews of bookings are available on our booking form HERE. Bookings can last anywhere from 2.5-3.5 and hours and take place in our Marion Chester Read Service Center's Build-A-Bear room, as well as our center's overflow space, depending on booking size. Activities range from arts and crafts, games, and other types of engaging, educational, Girl Scout-themed fun.

Q: Can I bring food, cake, or party supplies/decorations?
A: Yes, you are welcome to bring cake, snacks, and decorations for birthday parties, but latex balloons, loose confetti, or other loose sparkles/silly string are not permitted. For troop bookings, you are welcome to bring snacks. We have a designated table in our Build-A-Bear room for cake and space in our overflow room as well.

Girl Scouts of Wisconsin Southeast is not responsible for supplying any food/supplies (plates, napkins, etc.)/decorations at these bookings. All groups bringing food or decorations into the space are responsible for all clean-up related to these items.

Q: How many people can make bears?
A: Currently, our maximum is 12 bear-makers, due to our Build-A-Bear room's capacity restrictions. Our minimum number for booking is five bear-makers.

Q: Can only some of the girls present for my booking make bears?
A: No, all girls included in the booking must build a bear and be priced as such.

Q: What badges will girls earn from the booking?
A: Information on any badge requirement alignment with your booking's activity will be available the day of the booking. The activities during our Build-A-Bear bookings do not constitute completing an entire badge but will allow girls to gain insight into the kinds of activities earning certain badges may entail and/or complete part of a badge's requirements.

Q: What kinds of things do I/guests need to bring?
A: You are welcome to bring snacks or decorations if desired. There will be time available to make additional purchases. Cash and card are accepted.

Q: How many guests can attend?
A: Build-A-Bear bookings are designed for **5–12 participants**. If you are interested in booking for more than 12 participants, please contact us to discuss options for your group.

Q: Do you have to be a Girl Scout to book?
A: No! Girl Scout membership is not required to participate, and there is no additional fee for non-Girl Scout participants.

Q: How far in advance should we book?
A: Reservations must be made at least two weeks in advance.

Q: How many adults are required?
A: A minimum of two adults per 12 participants is required.

Q: When do Build-A-Bear Parties take place?
A: Current party times are:

- Tuesdays and Thursdays: 4:30–8:00 p.m.
- Saturdays: 9:00 a.m.–12:30 p.m.

girl scouts of wisconsin southeast

Q: How do I book?
A: Reservations are made through RecDesk. You can access the booking link from our website and social media or click HERE.

Q: Do we pay in advance or on the day of the party?
A: All bookings must be prepaid. Payment is required in advance to secure your reservation.

Q: Can Girl Scout troops use troop funds?
A: Yes. Troop funds may be used to pay for a Build-A-Bear troop booking.

Q: Can PAC credits be used?
A: No. PAC credits cannot be used toward Build-A-Bear bookings.

Q: What happens if someone doesn't show up?
A: Payments are non-refundable if a participant does not attend. Extraordinary circumstances may be reviewed on a case-by-case basis.

Q: Have a group larger than 12?
A: We'd love to talk with you! Groups larger than 12 may require special arrangements, so please contact us before booking.