

# Eagle Court of Honor Checklist

Sincere congratulations on passing your Eagle Board of Review! We're very proud of you, and we look forward to your Court of Honor. This checklist is intended to help you prepare for your Eagle Court of Honor. I've compiled it from past Scoutmaster's and my recent experiences. If you have things to add, please let me know so that the checklist can be improved for the next Eagles who come along.

Typically, it takes about 6-8 weeks following your Board of Review to receive the approvals, certificates, etc. from BSA National Headquarters. Therefore, you should select a date for your Court of Honor that is about 2 months or more after your Board of Review. Please send me the date that you select as soon as possible so that we can avoid schedule conflicts.

Often, the Eagle and family choose to make all the arrangements, but the Troop will be happy to help in any way you'd like. This is your special event, and you can arrange it however you would like. Please let me know how I can help and what you'd like the Troop to do.

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## When to Do

## What to Do

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Now

Select some potential dates for your Court of Honor, and check these with friends, special guests, and the troop calendar.

Select a place for the Court of Honor and reserve the room. (Hashinger Hall or Wyle Chapel at Torrey Pines Christian Church has been used and can be reserved through the church office.)

Soon

Determine whom you would like to contact for letters of commendation and congratulation (e.g., President, Governor, Mayor). Your parents should contact these folks soon to solicit letters so that there is sufficient lead-time.

4-6 weeks before Select / create an Eagle ceremony to use at the Court of Honor (I have several available for your review or you can do a search on the internet). Determine who you'd like to help with which parts of the ceremony. Invite them to participate, and provide a copy of their part to them. Identify Speaker(s) - They can talk about Eagle project, high adventure trek such as Philmont, Character and reflection of Scout, relate scouts record of accomplishments and scouting history.

Contact the Council Service Center to reserve any special Eagle ceremonial materials that you need (e.g., signs, podium, banner).

4 weeks before Determine your guest list for the Court of Honor, and send invitations by mail or the internet so that they arrive 2-3 weeks prior to the event. (The Scout Shop sells Eagle invitations and you can use Evite.com or other similar application for internet invitations)

3 weeks before Decide on refreshments and necessary supplies (napkins, cups, etc.), who will provide these, and when they'll be served. Order any special items (e.g., Eagle cake, flowers).

2 weeks before Recruit Scout and Adult help:

- Ushers for seating
- Color Guard
- Honor Guard
- get, bring, serve, and clean up.
- set up and take down room
- greet attendees, handout programs, and direct to guest book.
- lighting and sound system operation
- Someone to control the light box.
- Public address system - May need some training.
- Computer and projector - May need some training.
- Lighting - May need some training.
- Music - May need some training.
- Video taping person.
- Contract who you would like to help, if any, (e.g., caterers, etc.) and provide a copy to the church or other location of the Court of Honor

- Decide on room arrangements and decorations. Submit arrangement plan to church or other location. Arrange for decorations.
- Send out publicity item to the newspaper. (see handbook for information)
- If appropriate, schedule a rehearsal to go over details and timing.
- Make programs for the Court of Honor that includes a summary of your ranks, merit badges, special awards, and Scouting experiences. (I have some examples. The Scout Shop sells appropriate paper.) What it takes to attain the Eagle Scout rank.

1 week before	Contact those who will be participating in the Court of Honor to remind them of the date and place (and rehearsal, if planned). Pick up Eagle badge, medal, pins, and certificates from Council Service Center when notification is received
4 days prior	Call Church or other location of your CoH to again to confirm
1 to 3 days prior	(Optional) Conduct a walk through rehearsal with all of the participants including the Color Guard, Honor Guard, Chaplain, Senior Patrol Leader, Court participants, Speakers, Props, lighting person, computer and projection person, music person, etc.  If possible, pick up podium, signs, banner, candle holders, etc. from the Scout Service Center so you can use them in the practice  If possible, pick up the troop flags from the Quartermaster of Troop Meeting equipment.
<u>1 day prior</u>	Call Church or other location of your CoH to again to confirm  If you haven't already done so, pick up podium, signs, banner, candle holders, etc. from the Scout Service Center.  If you haven't already done so, pick up the troop flags from the Quartermaster of Troop Meeting equipment  Make sure you have fresh candles if using.

Mother will need to wear clothing that allows the Eagle Scout to pin awards on her, so dress to facilitate

Make a distinguished Scouters and guests present list and email to Chairman (also bring a copy in case he or she forgets it).

### Bring to the Ceremony

All of the props

Get a guest Book, if desired.

Matches or lighter, if needed.

Music - (e.g., I'm proud to be an American in background)

### 2 hours prior

Turn on heat or air conditioning at the church or other location for the Eagle Court of Honor, if needed.

Signs posted at church or other location

Make sure tables and chairs have been set up to your liking.  
Make any changes.

### Check before ceremony

PA

Light on the lectern

Other props.

Eagle Presentation Kit - detach badges and pins

Aisle space clear for parading the colors

Principle speakers sit toward front (or on stage).

### Table

Merit Badges in binders

Scouts Handbook

Pictures Book of activities

Eagle Project book

Cards of ranks

Patches and awards

Ceremony

Keep it fun

Can have the Troop to march in with colors, then sit down.

After ceremony, at reception,

Family can do any recognition

Letter of congratulations from those involved.

Within a week after ceremony

Send out thank you cards