

# EAGLE SCOUT COURT OF HONOR

## \*SUMMARY\*

- ⇒ Plan well in advance.
- ⇒ Involve the Eagle Scout and his parents.
- ⇒ Request letters from prominent people  
(President of the United States, Senator, State Representative, Governor, Mayor, other).
- ⇒ Make sure the Eagle Court of Honor is a Special Event.
- ⇒ Send invitations to friends and all parents in the Troop.
- ⇒ Invite community, church, and school leaders.
- ⇒ Print programs.
- ⇒ Obtain local newspaper coverage.
- ⇒ Consider presenting a special Eagle neckerchief, ring, or belt buckle, or a special plaque.

## CONDUCT A GOOD COURT OF HONOR:

- ✓ Use a printed agenda.
- ✓ Ensure that speakers know what to say.
- ✓ Ensure that presenters know when to make presentation.
- ✓ Practice (walk through).
- ✓ Include all elements - leave nothing out.
- ✓ Be professional.
- ✓ Have a reception with refreshments - an Eagle cake is appropriate.

THIS IS A ONCE IN A LIFETIME EVENT FOR THE  
EAGLE SCOUT

DO YOUR BEST TO MAKE IT MEMORABLE!

# EAGLE SCOUT COURT OF HONOR

## \*A COUNTDOWN CHECKLIST\*

Date and Time of Court: \_\_\_\_\_

Scoutmaster: \_\_\_\_\_ Phone: \_\_\_\_\_

Troop Committee Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Copies to: Family, Scoutmaster, and Committee Chair

If you have questions, additions or deletions to this list, please contact the Scoutmaster for change. Eagle Courts usually are held six weeks or more after the Board of Review.

<u>WHEN</u>	<u>RESPONSIBLE PERSON (S)</u>	<u>TASK</u>	<u>DONE</u>
ASAP	Scoutmaster or Troop Committee	Reserve facility desired for practice and for the actual ceremony. Contact:	
ASAP	Scoutmaster or Troop Committee	Reserve facility desired for the reception. Contact:	
ASAP	Scoutmaster or Troop Committee	Sound system - schedule an operator if necessary. Contact:	
6 weeks	Scoutmaster or Troop Committee	Contact Elks/Moose lodge, American Legion, VFW, or other military organization, if desired for U.S. Flag presentation. Contact:	
5 weeks	Family	Formal Invitations purchased at the Atlanta Area Council Scout Shop. Print and mail to special guests, include a map and directions! (You may also wish to design and print your own invitations)	
5 weeks	Family	Eagle Programs purchased at the Atlanta Area Council Scout Shop. Prepare program text and pictures, if desired. For ideas, review programs from previous Eagle Courts of Honor.	
5 weeks	Family and Eagle Candidate	Photograph, take a photograph for use in the program and newspaper. Prepare an article for the local newspaper.	
4 weeks	Eagle Candidate and Troop Committee	Choose a ceremony and modify it (personalize) where needed.	
4 weeks	Eagle Candidate	Select and notify youth and adults you would like to participate in the ceremony.	
4 weeks	Eagle Candidate	"Special participant" or quest speaker contacted, (if desired). Note; outline your expectations of your quest speaker and inform him/her!	
4 weeks	Eagle Candidate	Select and notify person you would like as Chairman of the Court.	
4 weeks	Eagle Candidate	Select and notify religious leader(s) for invocation and benediction.	
3 weeks	Family and Eagle Candidate	Complete, print, and copy programs.	
3 weeks	Troop Committee	Organize setup, serving and clean up person(s)/group(s).	
3 weeks	Eagle Candidate	Ceremonial music chosen and taped or musician(s) notified.	

3 weeks	Eagle Candidate	Choose and notify ushers, escorts, color guard, other Scouts needed in ceremony	
3 weeks	Family and/or Troop Committee	Order cake(s).	
3 weeks	Family and/or Troop Committee	Napkins, cups, plates, forks, decorations, beverages, etc. purchased. Specialty items may be purchased at the Atlanta Area Council Scout Shop.	
3 weeks	Family and Eagle Candidate	Design, print, and copy Troop invitations, distribute at Troop meeting and/or mail with newsletter.	
2 weeks	Scoutmaster or Troop Committee	Engrave Troop's Eagle plaque.	
1 week	Scoutmaster or Troop Committee	Eagle Packet picked up at Council Office.	
1 week	Scoutmaster or Troop Committee	Eagle Presentation Kit purchased at the Atlanta Area Council Scout Shop. Other recognition items such as Eagle neckerchief, bolo, etc. may also be purchased for the candidate.	
1 week	Eagle Candidate and Troop Committee	Finalized ceremony scripts distributed to participants.	
1 week	Eagle Candidate and Family	Choose candelabra, purchase new candles — florists' clay may be needed for proper fit.	
1 week	Family or Troop Committee	Eagle Banner, clean and iron, if necessary.	
1 week	Eagle Candidate and Scoutmaster	Outline Events Activities for reception.	
1 – 2 Days		All participants in Court attend practice.	
		Confirm availability of facilities prior to Court of Honor to set up displays, etc.	
Day of Court	Family and Eagle Candidate	Set up personal display table(s).	
	Troop Committee	Set up for reception.	
	Troop Committee	Clean up AFTER the reception	
	Family	DON'T PANIC	
	Family *OPTIONAL*	Gift to the Troop	
		Flowers for the tables, etc.	
		CHOOSE A PHOTOGRAPHER and/or video operator (include a back up person(s) just in case!).	