

# EAGLE SCOUT COURT OF HONOR

## \*A COUNTDOWN CHECKLIST\*

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

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

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

Copies to: Family, Scoutmaster, 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>	
ASAP	Scoutmaster or Troop Committee	<u>Reserve facility</u> desired for practice and for the actual ceremony. Contact:
ASAP	Scoutmaster or Troop Committee	<u>Reserve facility</u> desired for the reception. Contact:
ASAP	Scoutmaster or Troop Committee	<u>Sound system</u> – schedule an operator if necessary. Contact:
ASAP	Scoutmaster or Troop Committee	<u>Reserve the large Wooden Eagle</u> from the Cascade Pacific Council at 226-3423.
6 weeks	Scoutmaster or Troop Committee	<u>Contact Elks Lodge</u> (or Marine Corps League or other military organization, if desired) for U.S. Flag presentation. Contact:
5 weeks	Family	<u>Formal Invitations</u> purchased at Nor'West Scout Shop. Print and mail to special guests – include map and directions! (You may also wish to design and print your own invitations)
5 weeks	Family	<u>Eagle Programs</u> purchased at Nor'West Scout Shop. Prepare program text and pictures, if desired. For ideas, review programs from previous Eagle Courts of Honor.
5 weeks	Family & Eagle Candidate	<u>Photograph</u> – take photograph for use in program and newspaper. Prepare article for local newspaper.
4 weeks	Eagle Candidate & Troop Committee	<u>Choose ceremony</u> and modify (personalize) where needed.

4 weeks	Eagle Candidate	<u>Select and notify</u> youth and adults you would like to participate in the ceremony.
4 weeks	Eagle Candidate	<u>"Special participant"</u> or quest speaker contacted, (if desired). Note: outline your expectations of your quest speaker and inform him/her!
4 weeks	Eagle Candidate	<u>Select and notify</u> person you would like as Chairman of the Court.
4 weeks	Eagle Candidate	<u>Select and notify</u> religious leader(s) for invocation and benediction.
3 weeks	Eagle & Family	<u>Complete, print and copy programs</u>
3 weeks	Troop Committee	<u>Organize set-up, serving and clean up</u> person(s)/group.
3 weeks	Eagle Candidate	<u>Ceremonial music</u> chosen and taped or musician(s) notified.
3 weeks	Eagle Candidate	<u>Choose and notify</u> ushers, escorts, color guard, other Scouts needed in ceremony.
3 weeks	Family and/or Troop Committee	<u>Order cake(s)</u>
3 weeks	Family and/or Troop Committee	<u>Napkins, cups, plates, forks, decorations, beverages, etc.</u> purchased. Specialty items may be purchased at the Nor'West Scout Shop.
3 weeks	Eagle Candidate & Family	<u>Design, print and copy</u> Troop invitations – distribute at Troop meeting and/or mail with newsletter.
2 weeks	Scoutmaster or Troop Committee	<u>Engrave Troop's Eagle plaque</u>
1 week	Scoutmaster or Troop Committee	<u>Eagle Packet</u> picked up at Council Office
1 week	Troop Committee or Scoutmaster	<u>Eagle Presentation Kit</u> purchased at Nor'West Scout Shop (Other recognition items such as Eagle Neckerchief, Bolo, etc MAY also be purchased for the Eagle Candidate)
1 week	Eagle Candidate & Troop Committee	<u>Finalized ceremony scripts</u> distributed to participants
1 week	Eagle Candidate & Family	<u>Choose candelabra</u> , purchase new candles – florists' clay may be needed for proper fit
1 week	Family or Troop Committee	<u>Eagle Banner</u> – clean and iron, if necessary
1 week	Eagle Candidate	<u>Outline Events/Activities</u> for reception

& Scoutmaster  
1-2 days      ALL participants in Court attend practice

Troop Committee      Pick up Wooden Eagle – Council Office

(Confirm in advance availability of facilities prior to Court of Honor to set up displays, etc.)  
Contact:

#### DAY OF COURT

Eagle Candidate      Set up personal display table(s)  
& Family

Troop Committee      Set up for reception

Troop Committee      Clean up AFTER the reception

Family      DON'T PANIC!

#### OPTIONAL:

Family      \*Gift to the Troop  
                 \*Flowers for tables, etc.  
                 \*CHOOSE A PHOTOGRAPHER and/or video operator  
                 (include a back-up person(s) just in case!)

Any financial assistance needed by the family for any of the items included on this list can be made available. Please speak with the Scoutmaster.