

## **EAGLE COURT OF HONOR CHECKLIST**

Scout Name: \_\_\_\_\_ Date of Eagle Board of Review: \_\_\_\_\_

<b>WEEKS</b>	<b>DATE</b>	<b>TASK</b>	<b>Assigned to</b>	<b>Completed (T)</b>
-8		Eagle Board of Review is held.		
-7		Eagle COH planning session with Mr. Matson & at least one parent		
-7		Set date and time for Court of Honor: <hr/> <small>(Check troop calendar and schedule through PLC for availability.)</small>		
-7		Secure location: _____		
-7		Send confirmation letter to person in charge of location.		
-7		Order invitations.		
-6		Develop invitation list.		
-6		Begin promoting the event within the troop.		
-5		Order needed supplies from council (awards, program covers, cups, napkins, etc.)		
-5		Order plaques and other recognition items. <small>(Troop 608 provides a plaque for the Eagle Scout and adds his name to the Eagles' Nest plaque.)</small>		
-5		Solicit congratulatory letters from public officials and others.		
-5		Flesh out program and prepare script.		
-4		Mail invitations. <small>(Consider mailing only to non-troop members)</small>		
-4		Recruit master of ceremonies, presenters, and ceremony participants.		
-4		Recruit volunteers to coordinate support functions. <small>(Refreshments, room set-up/take-down, etc.)</small>		
-4		Distribute scripts to presenters/COH participants.		
-3		Order refreshments.		
-3		Visit court of honor location to check facilities.		
-2		Prepare program.		
-2		Mail press release(s) – include black & white photo.		

<b>WEEKS</b>	<b>DATE</b>	<b>TASK</b>	<b>Assigned to</b>	<b>Completed (T)</b>
-2		Distribute invitations/flyers to troop members; call troop families to promote Court of Honor.		
-2		Prepare "brag rag" and photos/memorabilia for display at Court of Honor		
-1		Gather all necessary materials, props, awards, letters, etc.		
-1		Assemble 3-ring binder with sheet protectors containing master copy of script, letters, etc. for podium		
<b>DAYS</b>	<b>DATE</b>	<b>TASK</b>	<b>Assigned to</b>	<b>Completed (T)</b>
-2		Hold a rehearsal with all presenters/ceremony participants.		
-2		Confirm attendance of all presenters/ceremony participants.		
-1		Confirm access to building.		
0		Set up and decorate room.		
0		Set heater or air conditioner.		
0		Check PA system/sound system/other audio-visual equipment		
0		Make sure all awards and other props are in place.		
0		Reserve seats for presenters, ceremony participants, the honoree, his family, and any special guests.		
0		Set up refreshments.		
0		Position greeters at the door(s) to hand out programs.		
0		Check with all presenters one last time.		
0		EAGLE COURT OF HONOR		
+1		Send thank-you notes.		
+3		Send write-up (with pictures) to newspapers.		
+5		Evaluate the event and make notes for next time.		