

CHECKLIST FOR COURTS OF HONOR (AND OTHER CEREMONIES)

Eagle Scout Court of Honor	Regular Court of Honor	Planning Phase
_____	_____	Schedule the date.
_____	_____	Reserve the facility.
_____	_____	Meet with the Eagle Scout, committee, and parents.
_____	_____	Request letters from dignitaries, etc.
_____	_____	Secure the speaker/court commitments.
_____	_____	Send invitations.
_____	_____	Print programs.
_____	_____	Prepare/distribute news releases.
_____	_____	Mail programs to participants.
_____	_____	Order refreshments.
		Physical Arrangements
_____	_____	Seating for audience
_____	_____	Seating for platform
_____	_____	Lighting
_____	_____	Heat and ventilation
_____	_____	Public address system
_____	_____	Special equipment (such as movie equipment, if used)
_____	_____	Custodian's cooperation secured
_____	_____	Refreshments
_____	_____	Parking
		Awards Presentation
_____	_____	Badges and certificates are in individually marked envelopes.
_____	_____	Clasps on mothers' pins and metal badges are open and ready to be pinned on.
_____	_____	All other awards and recognitions are arranged and marked.

CHECKLIST FOR COURTS OF HONOR (AND OTHER CEREMONIES) (cont'd.)

Eagle Scout Court of Honor	Regular Court of Honor	Planning Phase
		Presenter's Briefing
_____	_____	One Scout at a time receives his award.
_____	_____	The Scout faces the audience.
_____	_____	The Scout is on a box or raised platform.
_____	_____	The Scout is spotlighted, if possible.
_____	_____	The presenter knows where to pin the badge.
_____	_____	The presenter knows how to give the Scout handshake using the left hand.
		General Program
_____	_____	Who is to be introduced?
_____	_____	Make speakers aware of the time limit.
_____	_____	Prepare notes for people who are not familiar with the activities.
_____	_____	Encourage parents' participation.
_____	_____	Recognize the Scoutmaster and other leaders.
_____	_____	Have any demonstration or special program materials on hand.
_____	_____	Plan the entrance for court of honor officials.
_____	_____	Start on time and end on time.
_____	_____	Set up and staff refreshments and reception tables.
		Follow-up Details
_____	_____	Make arrangements for returning equipment and cleanup.
_____	_____	Send a note of thanks to program participants, the custodian, and any others who helped.