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.
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		Secure the speaker/court commitments.
		Send invitations.
		Print programs.
		Prepare/distribute news releases.
	·	Mail programs to participants.
	2. 	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.
	Sec	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.
	/// <u></u>	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.
	1	Send a note of thanks to program participants, the
		custodian, and any others who helped.