(12/1/15)

EAGLE CEREMONY OUTLINE

REQUEST FOR LETTERS OF EAGLE RECOGINITION:

* Write to public officials, significant mentors, or anyone else that it would be cool to receive a recognition letter from. Allow at least 8 weeks for these letters to arrive. Some public officials have websites where you can submit a request on line.
* Bring these letters to the ceremony for either display or to be announced during the ceremony.

CEREMONY LOCATION & DATE:

* Contact Scoutmaster Cox to arrange a date through the church – select a date 6-8 weeks after the Eagle BOR to allow time for the Eagle documents to arrive
* Post Eagle COH date on Shutterfly
* Meet with church official to receive keys for the building and go over any security issues, table arrangements, pay necessary fees, etc.

INVITATIONS:

* Send email invitation to entire troop.
* *Optional* - Design and hand out printed invitations
* Keep track of rsvp’s (for food ordering)

CEREMONY COPY:

* Use the sample ceremony text on Shutterfly as a guideline to prepare your individual Court of Honor.
* Ask fellow scouts and leaders to participate in specific parts of your ceremony. (Present them with their script and a program a few days before the ceremony so they can practice their part)
* Consider a guest speaker and make arrangements for them to speak briefly during the ceremony
* Prepare the Eagle Scout remarks. A short speech from the Eagle about their journey to Eagle and their road ahead. This is the time for the Eagle Scout to acknowledge and thank specific people.
* Select a mentor for the Eagle Scout to present the mentor pin to.

CEREMONY PROGRAM:

* Design and print the COH program. Use the sample program as a guideline.
* Assign a scout to hand them out as people enter

FOOD:

* Select a menu and either have it catered, prepare food or ask families to contribute dishes.
* Order a cake. FYI…. If you take in a high-resolution photograph and a sample photo of a cake or design you like, Publix can do a great Eagle Scout cake.

DECORATIONS:

* Tablecloths (round for seating and rectangular for buffet), centerpieces, balloons, signs, etc.
* Consider an area dedicated to honoring the scout’s achievements. Awards, medals, patches, photos, Cub Scout gear, Eagle Project notebook, etc.
* Photo slide show of scout and the troop throughout his time in scouting.

SIGNAGE:

* Welcome sign at front door for the Eagle COH letting people know where to go
* If the reception is in a different location from the ceremony have a sign visible directing people to the next location.

ITEMS TO BRING:

* Eagle award documents
* Candle holder + red, white and blue candles and lighter
* Eagle pins, mother / father pins, neckerchief and slide
* Someone from the troop should arrange for roses to be given to the mother of the Eagle Scout
* Sometimes parents like to present a special gift to the scout at the end of the ceremony.
* Camera, video camera

DAY OF EVENT:

* Pick up food, drinks, cake and balloons
* Arrive in plenty of time beforehand to decorate and set up the room.
* Set up speaker podium, table with log candle holder and red, white and blue candles (and lighter), and chairs for participants and guests.
* If doing a slide show, set up the projector, screen and computer.
* Meet with participants to rehearse at least 30 minutes before ceremony
* Assign someone to take photos or video if the parent is unable to
* Assign someone to look after the food and drinks during the reception so the parents and scout can visit with guests and enjoy themselves

NOTES:

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