**Eagle Scout Court of Honor Planning Timeline**

**2 Months Out**

 Verify Eagle Scout Presentation Kit has arrived – see Scout Master

(This is provided by BSA and is available after all Eagle Scout information has been turned into BSA Headquarters.)

 Pick Date for Ceremony

 Verify Church Availability

 Verify Scout Master Availability

 Send Letters to Request Commendation Letters

(Commendation Letters can be Requested from the Mayor, Governor, Senators, Congressmen, President, Pope, etc.)

 Establish Guest List

 Plan Menu/Book Caterer

 Troop will furnish a sheet cake – confirm with Scout Master if you want to do this

 Make Sure Eagle Candidate has Class A uniform (pants) that fit

**1 Month Out**

 Order/Create Invites (for mail and Evite)

 Designate Ceremony Participants and Confirm Availability

* Speaking Roles as outlined in the Program – typically Adults and Older Scouts
* Roles for younger scouts (you may want to consider rank advancement needs)
	+ Hand out programs
	+ Post and Retire Colors
	+ escort mother(s) to the front
	+ escort Eagle(s) to the front

 Decide on Ceremony Program/Script

 Plan decorations

 Plates, napkins, utensils, servicing pieces, table cloths, etc

 Guest Book (optional)

**2-3 Weeks Out**

 Mail Invitations

 Send Evite via Shutterfly

 Think about “pin-appropriate clothing” for the mom

 Finalize Menu

 Request Troop Historian to attend to take pictures

 Table cloth and candles for ceremony if scout master doesn’t have them

**1 Week Out**

 Check Sound System in the Sanctuary

 Meet with church staff to design table set up in Fellowship Hall

One Table is also needed in the sanctuary to hold candelabra and presentation materials.

Meet with someone from the church kitchen committee if you are using the kitchen

 Find out from church staff if you can set up the fellowship hall the day before

 Send reminder evite

 Final headcount for food

 Confirm with Scout Master that Troop to order BSA Sheet Cake

 Assign Roles for younger scouts if you haven’t already (see 1 month out)

 Design Program

 Alert your Eagle Scout that they will be asked to say a few words at the ceremony

**3-4 Days Out**

Email each participant to

* confirm their attendance
* send them their piece of the script
* let them know what time to arrive (15-20 minutes early)
* for the scout who is leading the posting of the colors
	+ confirm that they will have the flags in the sanctuary
	+ let them know who is assigned to post colors (if you have id’d scouts for this ahead of time – it’s not unusual to be assigned day of)

 Print Programs

 Print script to have at the podium in the sanctuary

 Make sure you have a lighter for the ceremony candles

**1 Day Out**

 Set up/ Fellowship Hall if possible (remember lighter for candles)

 Check Sound System if possible

 Remind your Eagle Scout that he will be asked to speak at the ceremony

**Day Of**

 Check Sound System

 Arrange pins, certificates for ease of presentation – Scout Master

 Pick up sheet cake

 Assign someone to take pictures if Historian isn’t available Set out food

 After Reception – clean tables and kitchen

 Press release

Things to verify with the scout master

1. Eagle Scout presentation kit has arrived
2. His availability for COH
3. If you want the troop to provide a sheet cake, let him know
4. Table Cloth and Candles are available for service in the sanctuary