

How to Conduct an Eagle Court of Honor

- I. Getting Started
 - A. A Norman Rockwell Moment for the Eagle Scout
 - B. Focus the Court on the one Scout and the Eagle Rank
 - C. Setting an example for other Scouts
 - D. Tell the story of Scouting
 - E. Make it fit the Scout (Include the parents in the planning)

- II. Planning the Eagle Court of Honor
 - A. Board of Review date is actual date of Eagle Rank
 - B. Start Planning after receiving packet back from National Office
 - C. Schedule a meeting with Eagle, Parents, and Scoutmaster
 - D. Determine Place and date plus alternatives
 - E. Who do the parents want involved in ceremony?
 - F. Expenses (Who pays for each line item of budget?)
 1. Troop, Parents, Chartered Organization
 - G. Invitation List
 1. Family
 2. Friends
 3. Eagle Project Recipient
 4. District
 5. Council
 6. Cub Pack
 7. Past Scout Leaders
 8. Chartered Organization
 9. Local Dignitaries (Mayor, City Council, County Supervisor, Congress person)

- III. Developing the Ceremony
 - A. Make an Agenda of the Eagle Court of Honor
 - B. Personally contact each participant on the Agenda
 - C. Involve the Troop in the Ceremony
 - D. Send out letters requesting congratulatory acknowledgements from dignitaries.
 - E. Plan a walk through rehearsal
 - F. A few days ahead call location facility person to be sure it is open and still available.
 - G. On the day of the Eagle Court of Honor
 1. Arrive early for set up
 2. Check out microphones and amplification system
 3. Keep list of all involved for “Thank you” notes

- IV. The Ceremony
 - A. Before the Ceremony
 - 1. Displays
 - a. Photos
 - b. Eagle Project
 - c. Awards
 - d. Cub uniform
 - 2. Programs printed and ready for distribution
 - B. Opening
 - 1. Formal opening by someone significant (Emcee or Scoutmaster)
 - 2. Invocation
 - 3. Introductions of
 - a. Dignitaries
 - b. Family
 - c. Scout Leaders
 - d. Others of Significance
 - e. Eagle's Nest
 - 4. Scouts Personal History
 - a. Cub Experience
 - b. Scout Experience
 - c. Relate funny stories
 - 5. Brief History of the Eagle Rank
 - a. Of 100 Scouts
 - b. Scout Law Candle Ceremony
 - c. Scout Oath Candle Ceremony
 - d. The Four Winds
 - e. Eagle Mountain
 - 6. Presentations
 - a. Pronouncement from Mayor
 - b. Speeches from dignitaries
 - c. Congratulatory letters from dignitaries
 - 7. Eagle Segment
 - a. Eagle Charge
 - b. Eagle Scout Promise
 - c. **Present the Eagle Rank**
 - d. Eagle Neckerchief
 - e. NESAs
 - f. American Flag flown over US Capitol
 - 8. Parents of Eagle Speech
 - a. Presentation from Eagle to Parents
 - 9. Eagle Minute
 - 10. Closing
 - a. Benediction
 - b. Scoutmaster minute
 - c. Official Closing
 - 11. Reception

- V. Things to Think About
 - A. Plaque Engraving
 - B. Order US Flag from Congress Person
 - C. Assignments
 - 1. Congratulations Letter Coordinator
 - 2. Physical Arrangements Coordinator
 - 3. Janitor of Facility
 - 4. Printing of Invitations
 - 5. Refreshments Coordinator
 - 6. Decorations Coordinator
 - 7. Media Release
 - 8. Equipment Quartermaster
 - 9. Awards
 - 10. Set Up and Clean Up Crews

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