



Eagle Scout Court of Honor Timetable

- Submit Eagle Scout Application to Troop Advancement Chair
- Identify Individuals to Receive Eagle Letters of Recommendation and Notify Troop Advancement Chair
- Schedule Eagle Scout Scoutmaster Conference with the Scoutmaster
- Schedule Eagle Scout Board of Review with the Troop Advancement Chair
- Send Requests for Eagle Scout Recognition (see **Tab A** for suggestions) **(T – 3 months)**
- Contact Keynote Speaker and Confirm Availability **(T – 3 months)**
- Decide on Date for Court of Honor **(T – 3 months)**
- Arrange for an E-troop E-mail to be Sent to all Scout Families to “Hold the Date,” Noting that an Invitation Will Follow **(T – 3 months)**
- Create or Purchase Court of Honor Invitations from the Scout Store (see **Tab C** for sample) **(T – 3 months)**
- Purchase program covers, if desired, from the Scout Store
- Decide on Location for Court of Honor (and schedule with facility, if required) **(T – 3 months)**
- Consider whether you need to have a separate area for a post-Court of Honor reception and/or food preparation area
- Contact Troop Advancement Chair and Scoutmaster with Rough Details of Court of Honor (and needed support from the Troop) **(T – 2 months)**
- Decide on Refreshments, if desired, for Post Court of Honor Reception **(T – 2 months)**
- Identify and Personally Contact Potential Adult Participants for the Court of Honor (consider adult Eagle Scouts for appropriate roles) **(T – 2 months)**

- Identify & Personally Contact Church Leader or Other Official to Invite to Give Opening Prayer and Benediction at the Court of Honor (if desired) **(T – 2 months)**
- Create Court of Honor Script (see **Tab B** for possible sections) **(T – 2 months)**
- Start preparing the Court of Honor Program **(T – 2 months)**
- Complete and Address Invitations **(T – 1 month)**
- Mail Invitations to households so parents of Scouts are aware of date of COH; do not hand deliver to Scouts at a troop meeting **(T – 3 weeks)**
- Coordinate with Troop Advancement Chair to borrow Eagle Certificate (if framing prior to Court of Honor is desired) **(T – 3 weeks)**
- Order Refreshments for Post-Court of Honor Reception (if required) **(T – 2 weeks)**
- Identify Scout Participants for Court of Honor **(T – 2 weeks)**
- Complete Court of Honor Program and Arrange for Copies to be Made (see **Tab D** for sample) **(T – 2 weeks)**
- Purchase Decorations for Reception (if desired) such as tablecloths, napkins, cups, centerpieces, available at Scout Store) and Decide on Any Personal Displays such as scrapbooks, patch collections, photos of "Trail to Eagle". **(T – 2 weeks)**
- Write Eagle Acceptance Speech (to be Given at Court of Honor) **(T – 1 week)**
- Purchase Candles for Scout Fleur-de-Lis (if needed for Court of Honor) **(T – 1 week)**
- Conduct a Court of Honor REHEARSAL for all participants **(T – 3 days)**
- Coordinate Final Court of Honor Set-Up, Decorations, Displays, and Food Preparation (if required) **(T – 1 day)**
- Practice Eagle Acceptance Speech **(T – 1 day)**
- Arrive Early and Verify Everything Is in Place for Court of Honor **(T – 1 hour)**