

Eagle Scout Court of Honor Planning Tips

- Determine a date for the court and decide on where you plan to have it. Mayfair has excellent facilities for a court of honor: sanctuary for the ceremony and fellowship hall with kitchen for the reception. Contact the church office to make the reservations. During the ceremony it is suggested to use the sound system. The person who runs the sound will need to be paid for their services, and the cost will be between \$25 and \$50 depending on how long they have to work. A ceremony from start to finish will last about 1.5 to 2 hours.
- Send out invitations approximately 2-4 weeks before the court. Scout invitations and envelopes can be purchased at the Scout Shop with various Eagle insignia, or you can make your own and have them printed. Invitations should say something like, "*Boy Scout Troop 757 and the Vic McCarn Family request your presence for an Eagle Scout Court of Honor for Austin Charles McCarn Thursday, April 1, 2010 at 6:30pm; Mayfair Church of Christ 1095 Carl T. Jones Drive Huntsville, Alabama 35802. Reception following the ceremony.*" A sample invitation is attached. The number of invitations depends on the scout's family and friends, but 50 to 75 is a reasonable number.
- Make up the court programs as a rough draft beginning 4 weeks in advance, although it will probably not be finalized until the week before. It is important to identify as early as possible who will be speaking and making the presentations during the court. If out of town guests, pastors, or troop leaders are desired for the program, they need to be contacted early enough so they can work it into their schedules. Once the program schedule is finalized, have the programs printed. Programs can be purchased at the Scout Shop or you can make your own. The number of programs depends on the number of invitations that are sent, but 50 is a good number to ensure everyone gets one at the court. A sample program is attached. The program is usually done by folding 8½" x 11" sheets in half to form a booklet. It will likely need to be 8 or 12 pages like the one shown. If so, keep in mind that printing front and back sides of the program can be confusing, so use these helpful hints and see the attached program to see how the pages should be arranged:
 - Pages 1 and 12 should be printed on the back side of pages 2 and 11, pages 3 and 10 on the backside of 4 and 9, and pages 5 and 8 on the back of 6 and 7.
 - These can be printed at a print shop or on a personal printer. Multiple pages will need to be collated and then stapled. The print shop can do the stapling and folding for a reasonable cost (\$25 per 100 programs). The programs look very nice when done this way.
- The program content varies from one court to another, but some items to consider for inclusion are:
 - Troop 757 Eagle Scouts – This list is found on the troop website under "Resources/Guiding Documents". Use the list, update it with your scout's name, then save it back on the website for the next Eagle.
 - The scout's acknowledgements to those who have played a part in his journey to Eagle.
 - *The facing page stating something like the following: "Troop 757 welcomes you to the celebration of its 62nd Eagle Scout, Austin Charles McCarn, April 1, 2010, Mayfair Church of Christ Huntsville, Alabama."*
 - Pictures of the scout, his merit badges, scout activity highlights, and leadership positions.
 - Pictures and summary of his Eagle project.
 - Sequence of events. This will vary, but some possibilities are listed below. Examples of the various components of a ceremony may be found on Eagle Scout-related websites, or by doing a search for "Eagle Scout Court of Honor".
 - Opening flag ceremony
 - Invocation
 - Opening remarks and the significance of Eagle
 - Guest speaker(s)
 - Eagle charge and presentation of award
 - Special presentations
 - Scout's remarks
 - Benediction
 - Closing flag ceremony