

Eagle Court of Honor Planner

Weeks	Date	Action	Done Check
-8	_____	Board of Review	_____
-7	_____	Chairperson Selection	_____
-7	_____	Chairperson meets w/family to begin planning	_____
-7	_____	Set date and time of ECoH	_____
-7	_____	Secure location	_____
-7	_____	Send confirmation letter/email re location	_____
-7	_____	Buy blank invitations	_____
-6	_____	Develop invitation list	_____
-6	_____	Begin promoting the event within the troop	_____
-5	_____	Get needed supplies from council (awards, pins, etc)	_____
-5	_____	Order plaques and other recognition items	_____
-5	_____	Decide on program covers and buy/make	_____
-5	_____	Solicit congratulatory letters from public officials/VIPs	_____
-5	_____	Order NESA membership	_____
-4	_____	Prepare script and flesh out program	_____
-4	_____	Mail out invitations/send email concurrently	_____
-4	_____	Recruit Master of Ceremonies and presenters	_____
-3	_____	Recruit volunteers for support functions (cleanup etc)	_____
-3	_____	Distribute scripts to MC, presenters, participants	_____
-3	_____	Schedule rehearsal date	_____
-2	_____	Have programs printed	_____
-2	_____	Order/buy refreshments/drinks/cake etc	_____
-2	_____	Send press releases; include b&w photo	_____
-2	_____	Promote within troop	_____
-1	_____	Gather all materials, props, awards, etc	_____

Eagle Court of Honor Planner (con't)

Days	Date	Action	Done Check
-2	_____	Rehearsal with all presenters, participants	_____
-2	_____	Confirm attendance of all presenters, participants	_____
-1	_____	Confirm access to building	_____
Day 0	_____	Arrive early, get support volunteers on site, RELAX	_____
"		Set up and decorate room	
"		Check heater or air conditioner	
"		Check AV equipment (microphones, projectors, etc)	
"		Make sure all props and awards are in place	
"		Set up seating and reserve for family, participants	
"		Have one last practice with Color Guard	
"		Set up refreshments	
"		Position greeters at doors to hand out programs	
"		Check with all presenters one last time	
"		THE COURT OF HONOR	
+1	_____	Send out thank you notes	_____
+3	_____	Send write up with photo to newspapers	_____
+5	_____	Evaluate the event and make notes for next Eagle family	_____