

	<i>Activity</i>	<i>Owner</i>	<i>Status</i>
1	Select Date; this must be coordinated with parents, church, and troop activities. (No less than seven weeks after Board of Review).		
2	Schedule a meeting with Scoutmaster, Eagle Committee members, and Troop Committee.		
3	Send out request for congratulatory letters to local, state, and national officials. (As soon as possible; no later than five weeks before the ceremony. Follow-up may be required via telephone).		
4	Order flag flown over Capitol on date of COH.		
5	Create a scrapbook for the Eagle Scout including copy of letters sent to officials, invitation, program, etc. Include extra sheets for pictures.		
6	Write up Scout's biography and give to candidate and parents for review.		
7	Finalize program: <ul style="list-style-type: none"> • Participants and sequence • Update Troop Eagle list with last Eagle • Provide Eagle biography 		
8	Order from Boy Scout catalog or pick up at Service Center. <ul style="list-style-type: none"> • Eagle emblem hot cups, napkins, and tablecloth • Invitations • Program Covers • Eagle Scarf • Eagle Banner • Bring American Flag 		
9	Get program printed and collated.		
10	Have invitations printed. Ask parents how		

	<p>may they would like to have. Send invitations to current Scouts, second year Webelos, recent Troop Eagles, Scouts, and other invited guests. Give parents a supply for friends and family.</p>		
11	<p>Order a corsage for mother and centerpiece for the table.</p> <ul style="list-style-type: none"> • Corsage: white and red mini carnations with a blue bow. • Centerpiece: bouquet of white and red flowers with a blue bow. <ul style="list-style-type: none"> ○ Each should be a stem of red and a stem of white carnations. ○ Make sure bud vases are available in supply box. 		
12	<p>Order a sheet cake:</p> <ul style="list-style-type: none"> • Flavors can be white, marble, or chocolate; frosting must be white. • Use blue frosting to form border around side, "congratulations" at top and boy's name at bottom. <ul style="list-style-type: none"> ○ Note: the cake should be in "portrait" format. ○ Leave room in middle for Eagle Emblem. Use out reusable one. • Pick up on Saturday 		
13	<p>Eagle Committee is responsible for beverages (punch, coffee, tea)</p> <ul style="list-style-type: none"> • Coffee urn • Two punch bowls and ladles • Coffee, sugar, cream (half and half) • Knife and spatula for cake - in supply box • Plastic forks and spoons • Creamer and ice cream scoop (should be in box of supplies) • Can opener - in supply box • Punch recipe (2 set-ups): 		

	<ul style="list-style-type: none"> ○ 1 Gallon Cranberry Juice ○ 2 quarts Ginger Ale ○ 1/2 gallon of Sherbet ○ 2 12oz. frozen lemonade concentrate 		
14	For cleanup; dish detergent, sponge, dish towels, paper towels, and large trash bags.		
15	<p>For ceremony:</p> <ul style="list-style-type: none"> ● Pickup Eagle kit from Scout office ● Table cloth and Troop Eagle Banner ● Candles and matches ● Pens ● Camera 		
16	Senior Patrol Leader and Assistants for opening & closing		
17	<p>Arrive approximately 1 hour early to set up.</p> <ul style="list-style-type: none"> ● Set up chairs for parents and scout <ul style="list-style-type: none"> ○ Eagle's Nest ○ Dignitaries ○ Audience ○ One rectangular table for ceremony ● Set up table & chairs in church basement for reception <ul style="list-style-type: none"> ○ 3 long tables in basement for refreshments; 2 for food, 1 for punch, etc. ○ A round table in basement for the Scout's display <p>Prepare list of dignitaries and Eagle Scouts in attendance.</p>		
18	Take pictures of ceremony for Troop scrapbook and newspaper		
19	Take video tape of ceremony for Eagle Scout		
20	Prepare article and submit to newspaper for publication.		