

## **T993 Court of Honor**

### **Process and Steps**

The following process and check lists should be used to prepare for and present the Court of Honor (COH) ceremony for Troop 993. This is not the only way to prepare and conduct the COH, but it should help as a guideline.

The COH is usually held on a Monday night instead of a regular Troop scout meeting. It generally starts at 7:30 but needs to be set up at 7:00 or earlier.

#### Supplies Checklist

- Candles – 12
- Candle holder – can use from Troop, has 12 spots, 1 for each Scout law item
- Place to hold COH ceremony – the troop uses the recreation room of the church to hold the COH.
- Lighter
- Script
- Place to practice
- Tablecloth (optional)
- Merit badges and rank advancement patches
- Access to scout hut

#### Process

1 month before COH:

- Contact Ashford UMC, obtain room reservation form, complete and fax to the church. Check the website for a copy of the form
- Get a script from someone or somewhere (web) and start to edit it
- Contact historian for a slideshow

2 weeks before COH:

- Confirm room reservation
- Obtain list of rank advancements and MBs and other awards from advancement chair
- Get people to help fill in all of the other roles (2-3 helpers + chaplain's aide and 2 people to present the flags)
- Contact SHAC/Mustang representative to see if he is going to speak, ask scoutmaster or committee chairperson for name/email
- Contact refreshments coordinator

1 week before COH:

- Check again for new MBs or advancements
- Ask who would like to speak at the COH (scoutmaster, committee chairman, etc.)

Weekend before COH:

- Practice the FULL script for the court of honor w/ the required people
- Edit the script as practicing
- Check again for new MBs or advancements

Day before COH:

- Make last minute changes to script
- Check again for new MBs or advancements

Day of COH:

- Get key day of, before 4 at the church
- Get to church early, at least by 7 if not earlier
- Set up for COH
  - Flags/flag poles/flag bases
  - Tablecloth (so that the candles don't ruin the table)
  - Rank advancement plaques
  - Set up 1 table in front for presentation and 2 in the back for refreshments
  - Set up chairs for guests (around 50)