

# Eagle Ceremony Preparation List

*After receiving Eagle Packet back from National office, an adult in the Troop (other than the Eagle candidate's parent) should begin preparations for the ceremony. The following is a rough guide.*

- \* choose a date
- \* secure hall/place for ceremony
- official invitations:
  - design/layout inside
  - \* obtain Eagle Invitations from BSA
  - get printed @ printer
  - send to below (w/ RSVP to troop leader ?)
    - candidate's family, friends, teachers, religious leader
    - VFW leaders & members
    - scouting people
      - troop members & parents
      - troop Eagles
      - district & council officials
- personalized/form letters on Troop letterhead
  - political dignitaries (Air Force or Navy also)
  - entertainers/sports personalities
  - other city troop leaders
- food/refreshments:
  - cake
  - other food if desired & sources
  - drinks: punch, coffee, tea, ...
  - forks (or others as needed)
  - Official plates, cups, napkins, etc...
- \* choose ceremony
  - participants:
    - M.C.
    - Troop participants
    - Guest Speaker ?
    - Eagle Charge
    - presenter
    - Eagle guard
  - \* print programs
  - obtain props & decorations
    - large Eagle badge
    - rank cards
    - candles & holders
    - r/w/b streamers, balloons, etc...
- get Troop Eagle Plaque engraved with candidate's name and date of Board of Review
- Eagle Neckerchief (Troop Pays for)
- Troop gift for Eagle: Eagle's choice: small engraved plaque or Committee's Choice (Troop pays for)
- Get Eagle Kit from Council/National (Troop pays for)
- extras
  - Suggest parents purchase NESAs membership
  - try to get a flag which has flown over the US Capital from Senator's Office
  - determine who will pay for stuff, try to get sponsors (adult Eagles, employer, ..)
    - > Troop should pay for reasonable amount (\$125.00 + kit, scarf, gift)
  - video tape ceremony?
  - guest list
  - sheet protectors for letters of congratulation to stop them from getting smudged