

## **Preparing to Emcee the Court of Honor**

The Master of Ceremonies must recruit and identify presenters for each of the categories that will be awarded during the Court of Honor. The scout who is presenting for a given rank must be at least that rank or higher. For example, a scout presenting the first class rank must be First Class, Star, Life or Eagle rank.

## **One week before the Court of Honor**

One week before the court of honor, the advancement coordinator will let the Emcee know which ranks are expected to be presented, so he can solicit enough scout volunteers. Also included in the email will be all awards and ranks that need to be included in the current program.

The information provided by the Advancement Coordinator will be in order by a scout's name, and not by rank, merit badges or service pins. So it is important for the Emcee to take each piece of information and insert it into the program in the correct place. Be sure to check your work to make sure you don't miss any scouts or awards.

The Emcee can download a Microsoft Word document for the Troop 2 website that contains the Court of Honor program template (from a previous court of honor).

## **Weekend before the Court of Honor**

During the weekend before the court of honor, the advancement coordinator will email the Emcee any additions or edits needed for the program. The Emcee will then need to update the Court of Honor Program with this information and then email the program to the Advancement Coordinator and Scoutmaster to assure all awards/ranks are present.

## **Tuesday before Court of Honor**

When the Advancement Coordinator receives the program back it will be reviewed one more time. If there are any changes, the Advancement Coordinator will let the Emcee know no later than Tuesday.

Once the Advancement Coordinator give the final OK, the Emcee should print 50 copies of the program (black and white is okay). The program should be printed on both sides of the paper, then folded in half. The Emcee should bring the 50 copies to the court of honor.