

# Guidelines for Emcee for Court of Honor

1. Emcee should come up with a Script  
The # of Rank Advancements # of Service Hours and Meritbadges  
This usually comes the Friday before Court of Honor 3 weeks before COH
2. Emcee should have scoutmaster approve script 2 weeks before COH
3. Emcee will need to contact all volunteers they would like to participate. 2 weeks before COH
4. Send copies of script to those chosen to participate 1 week before COH
5. Make sure all materials needed for COH are obtained from the closet with the Advancement Chair  
ie, Candleholders, Candles, Banners, Flags, Tables 1 week before COH
6. Look for email from Advancement chair with numbers Friday Before COH
7. Send out final Scripts to all Participants. 1 or 2 days before COH
8. Set up Altar, Table for COH  
Show up a little Early Day of COH
9. EMCEE COH Day of COH
10. Put away everything you used for COH in Closet.  
Anything you moved should be put back in original positions Day of COH