Task Description	Who?	Kick-off Meeting	Week 11 2/13 - 19	Week 10 2/20 - 26	Week 9 2/27 - 3/4	Week 8 3/5 - 11	Week 7 3/12 - 18	Week 6 3/19 - 25	Week 5 3/26 - 4/1	Week 4 4/2 - 8	Week 3 4/9 - 15	Week 2 4/16 - 22	Week 1 4/23 - 29	ECoH 4/29/2006
Eagle Scout Information														
Confirm Location and Time	Scott Horan													
Finalize Scout Names	Scott Horan													
Finalize Scout Biographies	Scott Horan													
Collect Scout Family Photos	Scott Horan													
Collect Scout Slideshow Music	Scott Horan													
Finalize Scout Presenters	Scott Horan													
Finalize Scout Mentors	Scott Horan													
Dignitary Letters														
Update Dignitary Names and Addresses	Don Young													
Prepare Dignitary Letter	Rob Kenehan													
Print Address Labels for Dignitary Letters	Rob Kenehan													
Print Dignitary Letters	Rob Kenehan													
Send Dignitary Letters	?													
Prepare Dignitary Letter Packets	?													
Eagle Family Invitations														
Purchase Invitations and Envelopes	Evan Smith													
Print Invitations	Joe Wollet													
Distribute Invitations to Eagle Families	Scott Horan													
Eagle Scout Slideshows														
Pull Troop Photos	Wes Kent													
Scan Family and Troop Photos	Kim Malcuit													
Prep. Family and Troop Photos	Wes Kent													
Prep. Slideshow Music	Wes Kent													
Create Slideshows	Wes Kent													
Burn Slideshow DVDs	Wes Kent													
Transfer Slideshows to Laptop	Scott Horan													

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Court of Honor Programs														
Purchase Program Covers	Evan Smith													
Print Program Covers	Joe Wollet													
Gather Information from Troopmaster	Joe Wollet													
Prepare Eagle Citations	Joe Wollet													
Scout Citation Review														
Develop Court of Honor Ceremony	Scott Horan													
Take Program Photos of Scouts	Joe Wollet													
Create Program	Joe Wollet													
Print Programs	Joe Wollet													
Combind , Fold, and Staple Programs	Mullens													
Publicity														
Create Press Release	Joe Wollet													
Send Press Release	Joe Wollet													
Send Citation to Mayor's Office	Joe Wollet													
Send Citation to Strongsville Rotary	Joe Wollet													
Refreshments														
Purchase Refreshment Items	Donna Rozman													
Order Eagle Cakes	Sharon Davenport													
Pick Up Cakes	Sharon Davenport													
Miscellaneous Items														
Contact Musical Performers	Bryan Child													
Honorable Guest Invitations	Bryan Child													
Troop Eagle Scout Invitations	Bryan Child													
Identify Honor Guard	Bryan Child													
Purchase Eagle Neckerchiefs, Slides, Kits	Evan Smith													
Update Troop Eagle Slideshow	Wes Kent													
Embrodier Troop Eagle Scout Banner	Scott Horan													
Order Names for Eagle Honor Roll	Scott Horan													
Pick Up Names for Eagle Honor Roll	Jeff Moder													
Arrange Video Display Unit for Slideshow	Bryan Child													
Order Roses	Karen Lipovits													
Pick Up Roses	Karen Lipovits													
Update Troop Nights of Camping Log	Scott Horan													
Pull Troop Gear from Trailer	John Yoder													