

TROOP 701
EAGLE COURT OF HONOR CHECKLIST

Court of Honor Information: Date: Sunday, December 4, 2005
Time: 1:30 p.m.
Location: Strongsville High School Auditorium

Committee Members

Name	E-mail	Name	E-mail
Evan Smith	Eagle1971@sbcglobal.net	Nancy Kachmarik	nkachmarik@adelphia.net
Don Young	Troop_701@hotmail.com	Dave Kachmarik	kachmarik@adelphia.net
Joe Wollet	Joewollet@aol.com	George Sajner	gsajner@wowway.com
Ted Larsen	Popcorn55@wowway.com	Wes Kent	wpk611@hotmail.com
Dave Slowbe	dnslowbe@wowway.com	Vera Rolf	veraosurrt@aol.com
		Eagle Families	

Date	Description	Assigned To	Status
10 Weeks: 10 / 02	Confirm Location and Time	Don Young	Complete
	Finalize Scout Name to be Used	Eagle Candidates	Complete
	Update dignitary names/addresses	Nancy Kachmarik	Complete
	Buy Invitations / Envelopes	Nancy Kachmarik	Complete
	Distribute Eagle Bio forms to candidates	Don Young	Complete
8 Weeks: 10 / 09	Prepare Dignitary Letters	Nancy Kachmarik	Complete
	Print Address Labels for Dignitary Letters	Nancy Kachmarik	Complete
	Print Address Labels for Troop Eagle Scouts	Nancy Kachmarik	Complete
	Contact Bugler / Honor Guard	Don Young	Complete
	Contact Musical Performers (singers/bagpipes)	Don Young	Complete
7 Weeks: 10 / 16	Determine Number of Invitations Required	Eagle Candidates	Complete
	Invitations Printed for Eagle families	Nancy Kachmarik	Complete
	Invitations Mailed to Honorable Guests	Nancy Kachmarik	Complete
	Invitations Mailed to Troop Eagle Scouts	Nancy Kachmarik	Complete
6 Weeks: 10 / 23	Provide family photos for Eagle Slide Shows	Eagle Families	Complete
	Provide music for Eagle Slide Shows	Eagle Candidates	Complete
	Provide troop photos for Eagle Slide Shows	Wes Kent	Complete
	Provide Biographical Data for Eagle Citation	Eagle Candidates	Complete
5 Weeks: 10 / 30	Prepare Eagle Citations	Joe Wollet	Complete
4 Weeks: 11 / 06	Determine Eagle Scout Presenters	Eagle Candidates	Complete
	Review / Approve Eagle Citation	Eagle Families	Complete
	Proclamations for Mayor	Joe Wollet	Complete
	Buy Program Covers	Joe Wollet	Complete
	Contact City about Town Square Sign	Gary Capretta	
	Add Names to Troop Eagle Banner	George Sajner	
Order Names for Eagle Honor Roll	George Sajner	Complete	
3 Weeks: 11 / 13	Eagle Photos Taken	Joe Wollet	Complete
	Finalize Court of Honor Ceremony	Adult Leaders	N/A
	Room Banner with Eagle Names	Dave Slowbe	Complete
	Order Cake(s)	Vera Rolf	
	Arrange for Video Display Unit (slide shows)	Dave Kachmarik	Complete
	Order Roses (7 roses for each Eagle Scout)	Don Young	Complete

