

Summary - Complete Shopping List (Ceremony & Reception)

- 12 white candles (12-inch tapers)
- 1 red, 1 white, and 1 blue candle (12 inch tapers)
- 21 table cloths (mix of red, white, and blue theme)
- 4 Eagle Scout paper table cloths (Available at the Scout Shop)
- 1 Eagle Scout neckerchief and 1 Eagle Scout slide (Scout Shop)
- Program Covers (Scout Shop)
- Utensils, plates, cups, napkins, etc.
- Food, dessert, coffee, tea, drinks (soda, water, juice), ice, depending on number of guests

Eagle Scout Supplies & To Do's

- Purchase an Eagle Scout neckerchief and Eagle Scout slide. You can purchase this at any Scout shop.
- Prior to the ceremony, your son needs to (1) ask his fellow scouts and adult leaders to perform the duties as noted in the sample script, posted in the "Eagle's Nest" section of the Troop 75 website. He will also need to (2) ask a Master of Ceremonies to participate as well (i.e., the Master of Ceremonies emcees the program in the church sanctuary). If desired, your son can also (3) select an Eagle mentor to whom to present his mentor pin. The mentor pin is usually presented to the mentor during the Eagle Scout's "Thank You" speech at the end of the ceremony, and it is usually a surprise to the mentor. (FYI Troop 75 purchases the Eagle COH kit which includes the mentor pin, Eagle Scout pin and badge, as well as the parent pins.)

Specific Ceremony Supplies List (for the Church Sanctuary)

- 1 red, 1 white, and 1 blue candle (12-inch tapers) for the opening part of the Court of Honor (for the candelabra next to the pulpit.)
- 12 white candles (12 inch tapers) for the 12 points of the Scout Law (for the "log" on the altar)
- 1 Eagle Scout Table cloth (paper) for the altar (for table to hold the "log" with 12 white candles).
- Eagle Scout Program Covers (see "ceremony to do's" below)

You can purchase the above items at the Scout shop.

Ceremony "To Do's"

- Prepare the Script for the ceremony - you may use and edit a working version posted on the "Eagle's Nest" page of the Troop website. Replace each position in the script ("Scout #1, Leader #1, etc.) with the name of someone who has agreed to fill that role in the ceremony. Personalize the script as you'd like for your ceremony - the posted version is just a starting point!
- Print at least 2 copies of the script for the ceremony - one complete script should be placed on each pulpit. (Please have the scripts available prior to the ceremony for each person participating/speaking during the ceremony.)
- Prepare programs for distribution in the front and back of the church. The program format is up to you - please list the adults and Scouts fulfilling specific roles in the ceremony. Some scouts have added a summary of their advancement record, a summary of their Eagle project, a "Thank-you" letter to parents or leaders, or various Eagle poems or essays they found online. These programs should be handed out by your fellow Scouts as guests enter.

Specific Reception Supplies List (for Randolph Hall)

- 21 Tablecloths in any combination of red, white, and blue (these are the colors for Eagle Scout ceremonies). These are needed, as follows: approximately **16** guest tables (to seat 9 people); **4** tables, 2 for each side of the hall, where food is placed (typically 5 catering racks can fit on each side table, with plenty of room for platters, utensils, and paper products); and, **1** tablecloth for beverages (often set up close to the kitchen or by the side exit doors).
- 2 Eagle Scout Tablecloths for the Eagle Scout Memorabilia (set up in front of the stage).
- 1 Eagle Scout Tablecloth for dessert (set up in the front center of the hall, rest room side). (Total of four Eagle Scout tablecloths needed)
- Paper products - plates, napkins, utensils, cups, hot cups, etc. The Scout Shop sells Eagle Scout paper products, but as they can be expensive, you may choose to buy only dessert plates and napkins, or skip them entirely (just stay with the red, white and blue color scheme).
- Centerpieces - Call Bob Meier (908-276-4239) to arrange to use the Eagle Scout centerpieces (there are enough for all of the tables).

Kitchen Supplies Needed

- FYI, the coffee pots takes one full 13-ounce can of coffee. Start the coffee before the ceremony begins (it takes 90 minutes to brew).
- Bring hot mitts if you're using the oven.
- Bring dish towels, paper towels, foil, containers for leftovers, half and half or milk, sugar, ice bucket and tongs, cake knife and server, serving utensils, bread baskets, and something to put utensils in on the food tables.
- The coffee cart will be set up near the kitchen due to electrical requirements.

Tips

- Let Dennis Brown (dcjb5519@verizon.net or 908-347-8682) know if you need audio visual equipment for the church ceremony or hall reception. Computer projection and sound are available for either or both sites.
- You can get all the candles and inexpensive plastic tablecloths at the dollar store.
- ShopRite can take a photo and create the image on a personalized cake (for example, download and Eagle Scout symbol of your choice and use it for the personalized cake). Note, the image on the cake will be the same size as the image you provide, so print the picture in the size desired for the cake.
- If you're serving hot food and using catering racks with steam trays and sternos, please put foil underneath the racks to protect the table from the sternos.
- Eagle Scout Memorabilia table will include the book that Anne-Marie will assemble. You should also include the Eagle Scout Project book that went to Council. Anne-Marie may have other items as well, depending on what she receives. You might also like to include scrap books, pictures from special trips (like Philmont, camping photos, etc.) or even Cub Scout items (like Pinewood Derby cars, scout shirts)—it's up to you!
- Ask a friend or fellow Scout mother to help out in the kitchen and set up the food for you towards the end of the ceremony. Don't throw away lids, covers, containers, etc., when you're setting up - you may need them later for leftovers.
- Remember to ENJOY the day! Your son is an Eagle Scout!