



Court of Honor Guidelines

Remember, this is a ceremony that should be dignified. It is a reflection of our troop. We all want to do the best job we can and we are counting on you. For this to happen, please follow the guidelines listed below:

- Arrive in full uniform no later than **7:00 PM** so you have time to review the actual awards you are presenting.
- Prior to the ceremony, look at all the awards and names you are presenting. Make sure you know how to pronounce everyone's first and last name.
- Notice who precedes you on the program so you can be on stage as soon as your name is called.
- When your name is called, quickly walk on stage with the award and shake the last presenter's hand.
- Have a prepared script. Be sure to announce your name and what you are presenting.
 - If you are presenting an award for an event, be sure to say a few words about the event.
 - If you are presenting a rank advancement, briefly mention some of the main requirements.
- When speaking, try to make eye contact with the audience and smile.
- When presenting the award, be sure to shake the recipient's hand. Don't forget to smile.
- Be sure to announce the next presenter and what they are presenting. Stay on stage until the next presenter arrives. Shake his hand and then walk off the stage.