

Court of Honor Decoration Guide

A practical setup checklist — not a Pinterest board. Focused on what actually needs to happen for the room to be ready on time.

Event date: _____

Location: _____

Setup lead: _____

Setup start time: _____

ROOM SETUP (1-2 HOURS BEFORE)

- ☐ Chairs arranged for expected attendance, plus 10–15% extra
- ☐ Head table or stage area set up for the presenter(s)
- ☐ Table for badges, certificates, and pins — organized by scout/rank in presentation order
- ☐ Flags positioned for the opening ceremony (US flag, troop flag, patrol flags)
- ☐ Sound system tested if using a microphone

DECORATIONS

- ☐ Troop banner or flag displayed prominently
- ☐ Welcome sign at the entrance
- ☐ Table centerpieces (scouting-themed — compasses, small campfire props, patches)
- ☐ Photo backdrop or step-and-repeat for family photos after the ceremony
- ☐ Balloons or bunting in troop colors (optional)

PROGRAM MATERIALS

- ☐ Printed programs — one per attendee (see Court of Honor Program template)
- ☐ Sign-in sheet or guest book at the entrance
- ☐ Name tags for scouts being recognized (helps presenters get names right)
- ☐ Camera or designated photographer assigned

REFRESHMENTS

- ☐ Refreshment table set up separate from the ceremony area
- ☐ Volunteer(s) assigned to refreshment setup and cleanup
- ☐ Napkins, plates, and cups stocked
- ☐ Dietary considerations noted if known in advance
- ☐ Trash and recycling bins placed near the refreshment area

DAY-OF CHECKLIST

- ☐ Building/room access confirmed and unlocked on time
- ☐ Setup crew and arrival time confirmed
- ☐ Badges and certificates double-checked against the program before the ceremony starts
- ☐ Cleanup crew assigned for after the event
- ☐ Lost-and-found box available for the inevitable forgotten jacket

Keep it simple: The scouts being recognized are the decoration. A clean, organized room with working sound and correctly-ordered badges matters far more than elaborate centerpieces — spend your prep time there first.

Independent resource — not affiliated with or endorsed by Scouting America. Always verify current BSA advancement requirements at [scouting.org](https://www.scouting.org) or with your local council. Requirements are updated periodically.