



KING'S SCOUT CEREMONY PLANNING LIST



This is a planning guide – for Venturers and Leaders to customise for each ceremony to suit the King's Scout and the Unit.

Preliminary

- Organised in conjunction with the recipients/Unit Council/Group Leader
- Recipient to choose on presentation style -simple ceremony or large Group (or not at all it that is what the recipient wants).
- The presentation of a King's Scout Badge should not be coupled with any other Group/Unit presentation or event
- It is OK for multiple King's Scouts to be presented together, but the ceremony should have special elements for them all.
- Start planning early with a convenient date, location, arrival time (i.e. 7:15pm for a 7:30pm start). Give a Melway reference for older members and if the hall does not have a street address.
- Consider disabled access, parking and giving a precise location.
- If the location is not inside a hall, what are the provisions in case of inclement weather?
- How will invitations be distributed – what / when / where / RSVP? Use of social media is OK for youth but consider adults and special guests who might not be social media savvy. Add an email address or contact telephone number.
- Use website, Facebook, Instagram, etc but it should be to a private group
- Invitations to be sent out well in advance.

Invitation List

- Have you included all invitation to all Youth Sections of the Group – Joeys, Cubs, Scouts love to see what they can aspire to and do not forget the Rovers
- Who to invite – Past Queen's Scouts, MP's, Local Councillors, Mayor, Examiner, Service clubs (Rotary, Lions, etc), District Commissioner, Region Commissioner and State Commissioner – Venturers and the Venturer Council Team. District/Zone Venture Leaders and other Leaders and Venturers
Lord Baden-Powell will make a special effort to attend if he is invited
- Dress Code – uniform by Scout members, smart casual
- Guest Speakers – keep to a minimum and brief them on their allocated time to speak
- MC to have a list of special guests and dignitaries with their correct titles!
- Keep an apologies list and the MC reads this out at the beginning

Planning the Details of the Ceremony

- The MC should be a youth member
- Keep it simple and as brief as possible. People become bored, especially younger members
- For the program, check and recheck the spelling of people's names (and titles)
- For those invited to participate, it is a courtesy to let them know in advance what they will be expected to do
- Work out the Stand Up / Sit Down instructions in advance. Usually only uniform members will be asked to stand for the Promise, etc
- Make sure you select a couple of local people to fill in roles if the listed people cannot attend on the day
- Are there any special Unit traditions as a part of the ceremony?
- Who will be the photographer?
- Plan details in advance like enough seats for those expected, tables, lectern, PA System, data projector, etc
- Who is going to cater for the event and consider special diets?

The Printed Program

- Preferably A5 size and sufficient copies for all those who will be attending
- Include key items only relevant to guests – not the full text of what will be read out during the ceremony. Add the recipient(s) name, perhaps a photo and the King's Scout logo (make sure it is a correct logo)
- Ensure that anyone participating has a copy of the relevant text to read out
- The King's Scout should choose the version of the Australian Scout Promise in advance

On the Day

- Is the flag in place and is it correctly folded and will break easily?
- Check Presentation items – KS badge, Parent Pins, Honour Board, Mini Plaque, Woggle, KS Miniature badge, special Unit/Group gifts
 - Have all these laid out on a front table well before the ceremony starts
 - Remove the parent pins from their pouch ready to pin on
- Present the ceremony with the 3 S's (significant, sincere, simple as possible)
- Preferably have an early rehearsal or brief all participants in advance
- Encourage all participants to speak slowly, clearly and deliver their part in a mature manner
- Organise for special guests to be met at the door and shown to their seats and tasks explained (if applicable)
- Start as close to time as possible

- Keep the ceremony moving and try not to have lengthy silences between part of the ceremony
- Ensure MC has clearly briefed all participants of their roles
- Welcome (including list of dignitaries)
- Acknowledgement of Traditional Owners
- Guard of Honour - Parade of Group / Section Flags
- Flag Break and National Anthem (if appropriate)
- Prayer (or quote from Baden-Powell, or Reflection)
- Explain any Unit traditions (if applicable)
- Introduce the Recipient(s) to all
- Introduction to the King's Scout Award/Peak Award (Challenge /Service)
- King's Scout History / Symbolism or King's Scout Significance
- The Eulogy
- The Venturer's Scout Journey
 - Citations from previous/current Sections/memories
 - Or read by previous Leaders or by the MC
 - May include a PowerPoint show/Video (keep it brief)
 - Ask for other comments from the guests (but keep it brief)
- Reading of the Australian Scout Law
- The King's Scout Charge
- Reaffirm the Australian Promise Scout Promise - have a Venturer flag ready for the recipient to hold with their left hand, MC to ask all uniform members to stand and make the Scout Sign. The Promise can be led by a nominated person, or the recipient can recite it by themselves
- Presentation of the King's Scout Badge (the King's Scout to choose presenter)
The presenter says – *"You have been awarded the highest badge a Venturer can gain. I hereby invest you with the King's Scout Badge and offer my congratulations."*
- Other Presentations - Woggle | Group & Unit Items | KS Key Ring (by VVC member)
- Unveil the King's Scout Group Honour Board
- Presentation of KS Parents Pins
- Response from the King's Scout on their Journey
- Presentation of Gifts by King's Scout (if applicable)
- Guest Speaker (if applicable – keep brief)
- The Epilogue
- Close / Prayer | Reflection | Flag Down

After the Main Game

- Photographs with KS, Unit, Parents, Dignitaries, etc
- Refreshments / King's Scout Cake
- Mingle with guests
- Have on display of items of the Venturer's Journey to King's Scout through the sections
- Pack up and leave venue clean and tidy

And the Next Day When the Dust has Settled

- Promote the achievements on Social Media
- Conduct a Plan>Do>Review> with the Unit

ADD YOUR NOTES HERE