

# Ceremony Planner

**Print out this sheet and use it with your troop or group when planning your next ceremony.**

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| Type of ceremony | Bridging<br>Girl Scout Birthday<br>Girl Scout's Own<br>Girl Scout Sunday<br>Investiture<br>Juliette Gordon Low's Birthday<br>Leader's Day<br>Rededication<br>Thinking Day<br>Other _____ |
| Purpose or theme | Awards and Recognition<br>Celebration<br>Environment<br>Friendship<br>Girl Scouting<br>History<br>Peace<br>Other _____   |

Date of ceremony \_\_\_\_\_ Time \_\_\_\_\_

Length of Ceremony \_\_\_\_\_

Do invitations need to be made? \_\_\_\_\_

|   |                   |
|---|-------------------|
| Who will attend?                                    |                   |
| How will the ceremony begin?                        | Who will do what? |
| What songs, poems, and quotations will be included? | Who will do what? |
| What will the main section consist of?              | Who will do what? |

Where will people stand or sit? Is special setup needed? (Make a sketch if necessary).

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| How will it end? | Song<br>Poem<br>Flag ceremony<br>Friendship circle<br>Taps<br>Other_____ |
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Who will record the ceremony for the troop scrapbook?

|  |   |
|--|---|
| What decorations or props do you need? | Campfire<br>Candles<br>Candleholders<br>Banner<br>Bridge<br>Film<br>Flags<br>Recognitions<br>Other_____ |
|--|---|

|  |  |
|--|--|
| <p>What decorations or props do you need?</p>                                  | <p>Campfire<br/>Candles<br/>Candleholders<br/>Banner<br/>Bridge<br/>Film<br/>Flags<br/>Recognitions<br/>Other_____</p> |
| <p>What, if any, refreshments will be served? What quantities do you need?</p> | <p>Who will bring them?</p>  |
| <p>Items to budget for:</p>  | <p>Cost</p>  |
| <p>When will a rehearsal be scheduled for the ceremony?</p>                    |  |