

Inaugural

The Inauguration is held on the first Thursday after the Legislature convenes.

The event traditionally begins at 1:30 PM (immediately following the Governors' Luncheon). Confirmation of the date and time is determined in consultation with the Senate Office and House Clerk.

Helpful and Important Contacts:

Janet Miller, Sergeant at Arms - 802-828-2228 or jmiller@leg.state.vt.us

- Det. Sgt. Chris Scrodin, Supervisor of Executive Protection Unit (Governor's Security) 802-316-7186 or chris.scrodin@vermont.gov
- Vanessa Davison, Senate Office - 802-828-2241 or vanessa@leg.state.vt.us
- Susan Slay, Executive Assistant to Adjutant General - 802-338-3116 or susan.m.slay.nfg@mail.mil
- Les Dimmick, Chief, Capitol Police - 802-828-2229 or ldimmick@leg.state.vt.us

Governors' Luncheon – Traditionally, the Governor-Elect hosts a luncheon immediately prior to the Inauguration. Invitees are former Governors, and in the case of deceased Governors, the surviving spouse. With the passing of Barbara Snelling and Lola Aiken, I do not believe there are any surviving spouses.

1. the luncheon is generally an hour and a half;
2. it is traditionally held in the Capitol Plaza Boardroom, though Governor Dean chose to have the luncheon catered in 5th floor conference room;
3. spouses are included, as well as surviving spouses. Governors have chosen to come alone or with a family member;
4. invitations are sent on governor's stationary (sample attached);
5. corsages and boutonnieres were traditionally provided, but to reduce costs, we chose to eliminate this expense after the Governor's first Inauguration;
6. following the luncheon, Governors are escorted (by van) by members of the Vermont National Guard (VNG) to and from the State House. This is arranged with the Adjutant General's office;
7. parking – Governors are provided parking behind the Capitol Plaza – this is confirmed in advance with the hotel's staff;
8. it is extremely helpful to have a staff member attend the luncheon to handle anything that comes up and to keep things on schedule. The staffer will travel with the Governors in the VNG van.

Inaugural Seating –

Seating arrangements are made in consultation with the Sgt. at Arms. Following are the traditional seating arrangements:

Balcony – reserved for the Governor's cabinet, staff, invited guests and press.

There are approximately 75 seats in the balcony.

1. Balcony access is roped off in the morning. Confirmation of the timing should be confirmed with the Speaker's staff.
2. Members of the Governor's staff will be stationed at the bottom of the stairs @12:30 PM (earlier for a Governor's first Inauguration) to ensure seats are not filled by others. Staff should have an alphabetical guest list. You will need two staff members stationed at the bottom of each stairway and an additional staffer upstairs in the entry to the balcony.
3. For security reasons, the Governor's security detail does not want the balcony open to the public.
4. Seating in the balcony is as follows (when facing the Speaker's podium):
 - Left side – recognized invited guests (place reserved signs on these seats);
 - Center – members of the Vermont National Guard (place reserved signs on these seats), cabinet and one seat for each Constitutional Officer staffer;
 - Right side – reserved for press.
5. Due to space limitations, seating is only reserved for Secretaries, Deputy Secretaries and Commissioners. There is generally not room for extended cabinet members. Staff may sit down if space allows once the speech begins.

Seating on the House Floor –

Constitutional Officers – Constitutional Officers will be sworn-in after the Governor, and are seated with a spouse or family member. Traditionally, an additional seat in the balcony is reserved for their deputy or one staff member.

Supreme Court – Five seats are provided for the Justices, and if space allows a seat is offered to the Court Administrator. The seat is either in the balcony or in the well of the House and is determined by the governor's office.

Former Governors and spouses/family member – Governors Douglas, Dean, Kunin, Salmon, Hoff.

Family and Special Guests – The Governor's entire family will attend his or her first inaugural and is seated on the House floor with other dignitaries.

Congressional Members and their spouses – the delegation will also bring one staff member who is seated in the balcony, or in a window seat (if approved by Sgt. at Arms).

Canadian Consul General – The Canadian CG is always invited to the Inauguration and State of the State Addresses.

Quebec Delegate to New England – Quebec's Delegate is always invited to the Inauguration and State of the State Addresses.

Clergy – Those who deliver the invocations and benediction are seated in the House well with dignitaries and may bring one family member.

Seating Layout in the well of the House:

1. The tables used by the legislative pages are removed, and chairs are placed in rows facing the Speaker.
2. Seating charts are helpful (see attached example). Remember to place Constitutional Officers and Clergy on the outside of the rows so that they may easily walk up to the podium.
3. The Supreme Court Justices prefer to sit in chairs, and not on the antique couches and chairs.

House Members – In the past, legislators have placed chairs next to their desks for family or friends. The decision to provide chairs is determine and arranged by the Sgt. at Arms and Speaker.

Senate Members – Senators are seated in the chairs at the back of the House Chamber.

Lower Balcony - The lower balcony is traditionally open to the public for the State of the State and Budget Address. However, for the 2011 Inauguration, this area was used as reserved seating. *

Window Seats – The window seats in 2011 were reserved for guest seating, but for subsequent inaugurations it was used by the press. *

***Seating in these locations must be discussed in advance with the Speaker and Sgt. At Arms.**

Processional:

The Secretary of the Senate and Clerk of the House will work together to create a script. Attached please find the Dignitary Line Up used at the 2013 Inauguration. Dignitaries and invited guests are instructed to come to the Ceremonial Office upon arrival at the State House (we encourage guests to arrive at least 20 minutes before the event). Guests are shown to their seats by the Governor's staff. Dignitaries remain in the Ceremonial Office and are lined up (as best they can be while being respectful) in the order outlined in the processional document. It is helpful to introduce dignitaries to their VNG escorts.

Please see Dignitary Line Up Order document.

The Governor is escorted to and from the House Chamber by the Committee of Six chosen by the House and Senate. The list of members is made available by Vanessa Davison shortly before the address.

Vanessa prepares the script and handles the calendar for Joint Sessions. She is very helpful and knowledgeable. Vanessa Davison 802-828-2241 or vanessa@leg.state.vt.us

The Vermont National Guard (VNG): The Vermont National Guard play an important ceremonial role in inaugurations.

- The Luncheon - escort Governors and provide transportation to and from the State House;
- Processional - escort dignitaries from the Ceremonial Office to their seats on the House floor;
- VNG Honor Guard members stand at attention outside the House Chamber;
- The Adjutant General and five VNG members attend the ceremony.

Susan Slay, Executive Assistant to the Adjutant General, is extremely knowledgeable and helpful. She has assisted with several inaugurations and is a tremendous resource. Susan may be reached at 802-338-3116 or susan.m.slay.nfg@mail.mil

The VNG will arrive approximately one and a half hours before the Governors' luncheon. They are given a room to store their gear. This is arranged with the Sgt. at Arms.

Brief Meeting and Photo Op with the Governor: The Governor meets briefly with the Adjutant General and five VNG members seated during the ceremony. When possible, he will also meet briefly with the Vermont State Police Color Guard to thank them for their work at the Inauguration. These brief meetings generally take place in the Ceremonial Office back room right before the Inauguration or dignitary line-up.

Color Guard – The Vermont State Police Color Guard presents the colors. An invitation is extended by the Governor through staff: **State Police Color Guard Contact: Corporal Thomas Mozzier 802.342-0218 or thomas.mozzier@vermont.gov**

The Color Guard will arrive approximately one and a half hours before the Inauguration. They are provided with a room to store their gear and to change. This is arranged through the Sgt. at Arms. In the past, Room 10 or 41 have been used. It is shared by the Color Guard and other State Police Officers working in the State House for the event.

God Bless America or America the Beautiful– The Governor invites someone to sing *God Bless America* or *America the Beautiful*. The singer stands to the Governor's right when performing. A window seat is generally offered to the performer (if approved by the Sgt. at Arms).

These Green Mountains – A school choir is traditionally invited to perform *These Green Mountains*. They wait outside the side entrance to the House Chamber until they are announced and then file in – standing along the floor (below/in front of the seated Senators). Since it is a larger group, we have not been able to offer seating to the choir. If possible, it is very nice to have the group say a quick hello and have their photo taken with the Governor prior to the beginning of the Inauguration.

Invocation and Benediction – The Governor invites three individuals to participate. Generally, they represent three different denominations.

Programs – Governors may wish to have programs for Inaugurations. Governor Shumlin chose to have programs for his first two inaugurations, but not the third. An example is attached.

Receiving Line – Following the Inauguration, the Governor may wish to have a receiving line. Traditionally, this takes place in the Ceremonial Office. This is determined by each Governor.

Sign Language Interpreters – It is the responsibility of the governor's office to secure a sign language interpreter for the Inauguration. The Vermont Interpreter Referral Service (VIRS) will confirm an interpreter for each event. It is helpful to contact them as soon as you know the dates of the Inauguration or State of the State and Budget Address. The interpreters like to have the speech the night before so they are familiar with the material. Be sure to inform them that the information must remain confidential prior to the Governor's address.

The interpreter will stand to the left of the Governor during the inaugural address.

Contact: Nancy Groff, Director
Vermont Interpreter Referral Service
802.254.3920
vir@sover.net
130 Austin Drive
Suite 110
Brattleboro, Vermont 05301

In 2016, WCAX included the sign language interpreter in their live-feed shot. This was greatly appreciated by the deaf community. It may be helpful to remind WCAX of the interpreter prior to upcoming speeches.

Deaf Attendees – In 2015 and 2016, we had six deaf Vermonters attend the State of the State and Budget Address. To ensure they could see the interpreters, seating was provided along the front row of the legislative seats closest to the House well facing the interpreter.

Printed copies of the Inaugural Address – An electronic copy of the Governor's State of State and Budget Address are made available immediately following the Governor's remarks. In the past, paper copies have also been distributed in the Ceremonial Office, but we stopped this practice to save money. The press will be provided with an electronic copy prior to the Governor's remarks, and is coordinated by the Press Secretary. Advance copies are also provided to the Lt. Governor, Speaker and Senate President Pro Tem - hand-delivered 15-30 minutes prior to the speech.

Teleprompter – The set-up of the teleprompter must be coordinated with the Speaker's office and Clerk of the House. It is important to give yourself extra time to ensure everything works. It is also helpful to ask the press positioned in the balcony to look through their cameras to make sure they do not experience glare due to the placement of the teleprompter.

Turning the lights off on the Speaker's podium will help reduce the reflection off the teleprompter glass panels.

On sunny days, it may be necessary to ask the Curator to close the shutters behind the chairs used by the Senate.

Chandelier – It is important to have the chandelier raised prior to the Governor's address. The request should be sent to David Schutz, State House Curator.

Parking – Due to parking constraints, we generally do not offer parking to invited guests, but do offer parking to former Governors and the current Governor's family. For inaugurals, former Governors will park behind the Capitol Plaza and will be driven to and from the State House by the Vermont National Guard. Tom Cheney with BGS Security will secure spots for the Governor's family. It is important to email him the name of the person needing parking, their plate number and make and model of the car. We have secured parking for up to four cars, usually at 6 Baldwin Avenue or in the Tour Guide spots.

Security – Security decisions are coordinated by the Chris Scrodin, Director of the Governor's Security and the Capitol Police in consultation with the Chief of Staff.

State of the State and Budget Address

The Budget Address is generally two weeks after the Inauguration or State of the State. The date is determined by the Governor, Chief of Staff, Secretary of Administration and Commissioner of Finance.

The Schedule is prepared by the Secretary of the Senate.

The State of the State and Budget Address are considered a Joint Assembly and are much less formal than Inaugurations.

State of the State and Budget Address Seating –

Seating arrangements are made by the Sgt. at Arms. Following are the traditional seating arrangements:

Balcony – reserved for the Governor’s cabinet, staff, invited guests and press.

There are approximately 75 seats in the balcony.

6. Balcony access is roped off before noon. Confirmation of the timing should be confirmed with the Speaker’s staff.
7. Members of the Governor’s staff will be stationed at the bottom of the stairs @1:00 to ensure seats are not filled by others. Staff will have an alphabetical guest list. It is helpful to have two staff members stationed at the bottom of each stairway and to have an additional staffer upstairs in the entry to the balcony.
8. For security reasons, the balcony is not open to the public.
9. Seating in the balcony is as follows (when facing the Speaker’s podium):
 - Left side – recognized invited guests (place reserved signs on these seats);
 - Center – members of the Vermont National Guard (place reserved signs on these seats), cabinet and one seat for each Constitutional Officer staffer;
 - Right side – press.
10. Due to space limitations, seating is only reserved for Secretaries, Deputy Secretaries and Commissioners, and 3-4 members of the Governor’s personal staff. There is generally not room for extended cabinet members. Staff may sit down if space allows once the speech begins.
11. During the Budget Address, seating is made available for 8 members of the Finance Department’s staff.

Seating on the House Floor –

Constitutional Officers – Traditionally, constitutional officers are offered two seats. They may bring their spouse or a staff member/deputy. Spouses are seated on the floor, staff members are seated in the balcony, or in the well of the House

if balcony space is limited. Seating location is determined by the governor's office.

Supreme Court – One seat is also provided for the Court Administrator either in the balcony or in the well of the House. Seating location is determined by the governor's office.

Congressional Members – Senators Leahy and Sanders and Congressman Welch are invited to the State of the State and Budget Address, but generally only attend the Inauguration. They will, however each generally sends a member of their staff. Seating for staff is provided in House well, in the balcony, or in a window seat (if approved by Sgt. at Arms).

Canadian Consul General – The Canadian CG is always invited to the State of the State Address, but not the Budget Address.

Quebec Delegate to New England – Quebec's Delegate is always invited to the State of the State, but not the Budget Address.

Former Governor's and spouses – Only invited for Inaugurations.

Family - This is up to each governor. Governors Douglas and Dean did not have family for the State of the State and Budget Address. Governor Shumlin had two family members attend the State of the State.

Vermont National Guard – Five seats either in the balcony or in the well of the House – Only for the State of the State. Seating location is determined by the governor's office.

Seating Layout in the well of the House:

4. The tables used by the legislative pages are removed from the House floor. Chairs and are placed in the well. The number of chairs is determined by the governor's office each year.
5. Supreme Court Justices prefer to sit in folding chairs, and not on the antique couches and chairs.
6. Constitutional Officers, Justices and guests seated on the House floor are shown their seats by a member of the Governor's staff prior to the Senate's arrival in the House Chamber. This is done as a courtesy and is not part of the formal schedule.

House Members – Traditionally, legislators have been given the opportunity to place a chair next to their desks for family or friends. This is determined and arranged by the Sergeant at Arms and Speaker.

Senate Members – Senators are seated in the chairs along the back of the House Chamber.

Lower Balcony - The lower balcony is traditionally open to the public for the State of the State and Budget Address.

Window Seats – The window seats are traditionally filled with pages and press.

Processional:

The Secretary of the Senate and Clerk of the House work together to create a schedule/script. An advance copy may be obtained from the Secretary of the Senate, though the Governor's escorts may not be known until the morning before the address.

Only the Governor is formally escorted and announced for State of the State and Budget Address. Constitutional Officers, the Congressional Delegation, family and guests are escorted to their seats by staff.

Sign Language Interpreters – It is the responsibility of the governor's office to secure a sign language interpreter for the Inaugural, State of the State and Budget Address. The Vermont Interpreter Referral Service (VIRS) will confirm an interpreter for each event. It is helpful to contact them as soon as we know the dates of the State of the State and Budget Address. The interpreters like to have the speech the night before so they may become familiar with the material. Be sure to inform them that the information must remain confidential prior to the Governor's address.

The interpreter will stand to the left or right of the Governor during his address. (During the Inaugural, the interpreter will stand to the left of the Governor as the right side will be used by a school chorus).

Contact: Nancy Groff, Director
Vermont Interpreter Referral Service
802.254.3920
virs@sover.net
130 Austin Drive
Suite 110
Brattleboro, Vermont 05301

WCAX included the sign language interpreter in their live-feed shot. This was greatly appreciated by the deaf community. It may be helpful to remind WCAX of the interpreter prior to upcoming speeches.

Deaf Attendees – In 2015 and 2016 we had six deaf Vermonters attend the State of the State and Budget Address. To ensure they could see the interpreters, seating was provided along the front row of the legislative seats closest to the House well.

Governors Luncheon – Does not take place prior to State of the State or Budget Address.

Color Guard – The Color Guard does not participate in the State of the State or Budget Address.

God Bless America and These Green Mountains – *God Bless America* and *These Green Mountains* are not sung at the State of the State or Budget Address.

Invocation and Benediction – Only for Inaugurations.

Copies of the State of the State and Budget Address – An electronic copy of the Governor’s State of State and Budget Address are made available immediately following the Governor’s remarks. In the past, paper copies have been distributed in the Ceremonial Office, but we stopped this practice to save money. The press is provided with an electronic copy prior to the Governor’s remarks - this is coordinated by the Press Secretary. Advance copies are also provided to the Lt. Governor, Speaker and Senate President Pro Tem - hand-delivered 15-30 minutes prior to the speech.

Executive Budget Recommendations – The Governor’s budget recommendations will be prepared by the Department of Finance and Management, and will be distributed after the speech by a Finance staff member stationed at a table outside the House Chamber. Copies of the published Executive Budget Recommendations will be made available for members of the legislature, press and public. This is all handled by the Finance Department.

Press – The decision to have press availability following the State of the State and Budget Address will be made each year by the governor’s office.

Prior to the Budget Address, the Secretary of Administration and Commissioner of Finance provide an in-depth briefing to the press. It is also attended by the Governor’s Press Secretary.

Teleprompter – The set-up of the teleprompter must be coordinated with the Speaker’s office and Clerk of the House. It is important to give yourself extra time to ensure everything works. It is also helpful to ask the press positioned in the balcony to look through their cameras to make sure they do not experience glare due to the placement of the teleprompter.

Turning the lights off on the Speaker’s podium will help reduce the reflection off the teleprompter glass panels.

On sunny days, it may be necessary to ask the Curator to close the shutters behind the chairs used by the Senate.

Chandelier – It is important to have the chandelier raised prior to the Governor’s address. The request should be sent to David Schutz, State House Curator.

Parking – Due to parking constraints, we generally do not offer parking to invited guests. When an exception is made, we contact Tom Cheney with BGS Security to secure spots. It is important to email him the name of the person needing parking, their plate number and make and model of the car. We have secured parking for four guests. He generally provides guest parking at 6 Baldwin Avenue or in the Tour Guide spots.

Security – Security decision are coordinated by Chris Scrodin, Supervisor of the Governor’s Security, and the Capitol Police in consultation with the Chief of Staff.

Dignitary Line up order:

1:35 PM – Vermont General Assembly Convenes in Joint Session

- **Escorted Guests line-up outside House Chamber for procession**
VNG Officer in Charge Knight and Lisa Kunin
- **Former Governors and Constitutional Officers are announced and escorted to their seats by VNG escorts**

Patrick Binns, Canadian Consul General to New England
(escorted by SFC Craig Billings)

Marie-Claude Francoeur, Quebec Delegate to Boston
(escorted by tbd)

Mrs. George D. Aiken and her nephew, Doug Robie
(escorted by MAJ Scott Tousignant)

First Lady and Former State Senator and Lt. Governor Barbara Snelling
and her son, Mark Snelling.
(escorted by MAJ Michael Papp)

Former Governor Howard Dean
(escorted by TSgt Amanda Betts)

Former Governor James Douglas and his wife, Dorothy
(escorted by SSG Stephen Mattison)

United States Senator Patrick Leahy and his wife, Marcelle
(escorted by ISG Kris Sample)

United States Senator Bernard Sanders and his wife, Jane
(escorted by SFC Mac Broich)

Congressman Peter Welch
(escorted by MAJ Daniel O’Neil)

Vermont Supreme Court Justices
(seated by the Sgt at Arms)

Treasurer Elizabeth A. Pearce and her son, William Pearce
(escorted by SGT Timothy Farrow)

Secretary of State James Condos
(escorted by SFC Stewart Jarvis)

Auditor of Accounts-elect Douglas R. Hoffer and his partner, Suzanne
Gorman

(escorted by SrA Larry Runk)

Attorney General William Sorrell

(escorted by SSgt Rebecca Mersand)

Olivia and Rebecca Shumlin

(escort by Major General Thomas Drew, Vermont Adjutant General)

**2013 Inaugural Ceremony
The Honorable Peter Shumlin, Governor
State House - Montpelier, Vermont
January 10, 2013**

11:00 - 11:20 AM - Walk through

Lisa Kunin, Shana Trombley and Vermont National Guard (VNG) Officer in Charge Gregory Knight, escorts and drivers

Location: meet in the Cedar Creek Room

*Following walk through, escorts will eat lunch in the State House Cafeteria

11:45 AM - 1:15 PM - Governors' Luncheon

Location: The Board Room, Capitol Plaza Hotel

11:45 – 12:55 PM – Governors eat lunch.

12:30 PM - VNG Van arrives in front of the Capitol Plaza Hotel

12:45 PM - VNG Officer in Charge Knight and Governors' escorts arrive at the Capitol Plaza Hotel (other escorts remain at the State House)

12:55 PM - Governor Shumlin introduces Officer in Charge. Officer in Charge introduces escorts to former Governors

1:05 - 1:20 PM - Governors escorted to the State House

1:20 PM - VNG van arrives at the State House

Drive to west side of the State House (near Legislative Council entrance).

Governors and escorts may take elevator or stairs to Governor's Ceremonial Office

1:25 PM - Officer in Charge introduces escorts to constitutional officers

Inaugural line up begins - escorts remain with assigned dignitaries

1:25 - 1:35 PM - Seating of Distinguished Guests (by Governor's staff)

The Governor's Family members
Diana McTeague Scott and Marian Dubois
Members of the Clergy
Tony and Ernie Pomerleau
Others – seated by staff

1:30 PM - National Guard Honor Guard in place outside of House Chamber

1:35 PM – Vermont General Assembly Convenes in Joint Session

- **Escorted Guests line-up outside House Chamber for procession**
VNG Officer in Charge Knight and Lisa Kunin

- **Former Governors and Constitutional Officers are announced and escorted to their seats by VNG escorts**

Patrick Binns, Canadian Consul General to New England

(escorted by SFC Craig Billings)

Marie-Claude Francoeur, Quebec Delegate to Boston

(escorted by tbd)

Mrs. George D. Aiken and her nephew, Doug Robie

(escorted by MAJ Scott Tousignant)

First Lady and Former State Senator and Lt. Governor Barbara Snelling

and her son, Mark Snelling.

(escorted by MAJ Michael Papp)

Former Governor Howard Dean

(escorted by TSgt Amanda Betts)

Former Governor James Douglas and his wife, Dorothy

(escorted by SSG Stephen Mattison)

United States Senator Patrick Leahy and his wife, Marcelle

(escorted by ISG Kris Sample)

United States Senator Bernard Sanders and his wife, Jane

(escorted by SFC Mac Broich)

Congressman Peter Welch

(escorted by MAJ Daniel O’Neil)

Vermont Supreme Court Justices

(seated by the Sgt at Arms)

Treasurer Elizabeth A. Pearce and her son, William Pearce

(escorted by SGT Timothy Farrow)

Secretary of State James Condos

(escorted by SFC Stewart Jarvis)

Auditor of Accounts-elect Douglas R. Hoffer and his partner, Suzanne Gorman

(escorted by SrA Larry Runk)

Attorney General William Sorrell

(escorted by SSgt Rebecca Mersand)

Olivia and Rebecca Shumlin

(escort by Major General Thomas Drew, Vermont Adjutant General)

- **Appointment of Special Committee to Escort Governor Shumlin to the House Chamber**
- **Sgt. at Arms announces the arrival of Governor Shumlin**
- **Sgt. at Arms announces the Posting of the Colors by the State Police Color Guard**
- **Sgt. at Arms announces Nicole Nelson will sing “America the Beautiful.”**
- **Invocation by Bishop Thomas Ely**
- **Administration of Oath by Chief Justice to Governor-Elect Shumlin**

- **Governor Shumlin administers oath to constitutional officers:**
Treasurer-elect
Secretary of State-elect
Auditor of Accounts-elect
Attorney General-elect
- **Second Invocation by Rabbi Jarah Greenfield**
- **“These Green Mountains” by I Cantori, Harwood Union High School**
- **Lt. Governor Scott introduces Governor Shumlin**
- **Governor’s Inaugural Address**
- **Benediction by Reverend Lise Sparrow**
- **Special Committee escorts Governor Shumlin from the House Chamber**
- **Sgt at Arms escorts Supreme Court Justices from the House Chamber**
- **The VNG escorts distinguished guests from the House Chamber**
- **Lt. Governor dissolves the Joint Assembly**

Sample Governors' Luncheon Invitation

Governor Peter Shumlin

*Requests the pleasure of your company on
Inauguration Day*

Thursday, January 10, 2013

11:45 am

*Governors' Luncheon
Capitol Plaza Hotel*

1:30 pm

*Inaugural Ceremony
Vermont State House*

*RSVP requested to Lisa.Kunin@state.vt.us or 802.373.7352
Reserved parking at the Capitol Plaza Hotel*

Sample of email sent to Congressional Delegation, staff of Constitutional Officers and Cabinet:

1. SAMPLE FOR INAUGURAL TO CONGRESSIONAL DELEGATION:

Dear Bob,

I am writing to update you on the upcoming Inaugural Ceremony. The ceremony will be held at 1:30 PM on Thursday, January 8, 2015. We anticipate the ceremony will take an hour and a half. We have reserved seats for Congressman Welch and Margaret Cheney. I will also have one seat available for a member of your staff.

If the Congressman can attend, it would be very helpful to have him arrive at the Governor's Ceremonial Office at 1:20 PM so he may be escorted to the House Chamber by members of the Vermont National Guard.

Thank you, and please let me know if you have any questions.

Lisa

2. SAMPLE STATE OF THE STATE/BUDGET TO STAFF OF CONSTITUTIONAL OFFICERS:

Dear ,

The Governor will deliver the State of the State to a joint assembly of the Legislature on Wednesday, **January 8, 2014 at 2:00 PM**. The Budget Address will be delivered the following week on Wednesday, **January 15, 2014 at 2:00 PM**.

The Lt. Governor, Attorney General, Auditor, Secretary of State and Treasurer will each have a seat reserved in the well of the House. We have also reserved one additional seat in the balcony for each of your offices.

The Governor will begin promptly at 2:00 PM. Please plan to arrive 15 to 20 minutes early. Please RSVP for each address at Lisa.Kunin@state.vt.us or 802-828-6414.

Thank you,

Lisa

*Please note that for Inaugurals, Constitutional Officers will be offered a seat for a member of their family.

3. SAMPLE STATE OF THE STATE TO CABINET

Hello Secretaries, Deputy Secretaries and Commissioners,

The Governor will deliver the State of the State on Thursday, January 5, 2011. Seating has been reserved for you in the House balcony. Unfortunately, due to space constraints, seats will only be available for Secretaries, Deputy Secretaries and Commissioners. The address begins promptly at 2:00 PM. Please plan to arrive at least 20 minutes early.

Thank you,
Lisa

Lisa.Kunin@state.vt.us

State of the State Breakdown of Seating

House Well - @ 25 – 30 seats maximum

- 5 Constitutional Officers
- 5 Supreme Court Justices
- 6 Vermont National Guard*
- 7 Court Administrator and staff of Constitutional Officers *(may also be seated in balcony).
- Governor's family members

Guests with special needs – in 2015 and 2016, six seats were provided in the well of the House for individuals with impaired hearing.

Lower Balcony - Open to the public

Seats behind legislators and window seats – Upon approval by the Sgt. at Arms, chairs may be set-up and reserved for guests of legislators and press.

Balcony - @75 seats

Extended Cabinet	= 50
Governor's Staff	= 3
Chief of Staff, Dep. Chief of Staff, and Press Secretary	
*Staff of Constitutional Officers	= 5
*Vermont Adjutant General	= 1
*Vermont National Guard	= 5
*Supreme Court Administrator	= 1
Guests	= 22 seats available if * are seated in the well of the House.
Total Invited	=

Suggested # of invited guests = 22

Past invitees to the State of the State have included:

Cong. Delegation = 3 (Traditionally, only staff attend State of the State and Budget Address).

Tom Sullivan, President, University of Vermont

Jeb Spaulding, Chancellor, Vermont State Colleges
John Brumsted, President and CEO, University of Vermont Medical Center
Health Insurers – BC/BS, MVP
Green Mountain Care Board Chair Al Gobeille
Internal – Lawrence Miller and Robin Lunge
Drug Addiction/Law Enforcement
US Attorney, State's Attorneys

Past Invitees to the Budget Address have included:

Mayors = 8
Betsy Bishop, President of the Vermont Chamber of Commerce
Lisa Ventriss, President, Vermont Business Roundtable
Jane Campbell, Executive Director, VT Business for Social Responsibility
Tom Torti, President, Lake Champlain Regional Chamber of Commerce
Frank Cioffi, President, GBIC

Mayors:

- Bill Benton, Vergennes
- Liz Gamache, St. Albans
- John Hollar, Montpelier
- Thom Lauzon, Barre
- Chris Louras, Rutland
- Paul Monette, Newport
- Seth Leonard, Winooski
- Miro Weinberger, Burlington

Inaugural, State of the State and Budget Address Dates

2016

State of the State: Thursday, January 7th
Budget Address: Thursday, January 21st.

2015

Inaugural: Thursday, January 8th
Budget Address: Thursday, January 15th

2014

State of the State: Wednesday, January 8th
Budget Address: Wednesday, January 15th

2013

Inaugural: Thursday, January 10th
Budget Address: Thursday, January 24th

2012

State of the State: Thursday, January 5th
Budget Address: Thursday, January 12th

2011

Inaugural: Thursday, January 6th
Budget Address: Thursday, January 25th