

BONNER COUNTY COURTHOUSE

OPEN HOUSE CELEBRATION

12:00 PM to 6:00 PM FRIDAY ~ 21 JUNE 2013

Purpose: To invite the public and employees to attend the 'Ribbon Cutting & Open House' honoring the re-dedication celebration of the 1908 Bonner County Courthouse following the \$6.5 million renovation.

Concept of Operation: Judges, county officials, Pastor, invited guest, and Color Guard Members are requested to enter the courthouse via the employee entrance on the east side of the facility and stage in Courtroom #4. Front doors should not be used.

The ceremony will begin at 1200 pm sharp with Chairman Kelly calling the assembly to order and asking all persons to stand for "Presentation of the Colors." Upon hearing the command for Presentation of Colors, the color guard will prepare to "Raise the Colors." The Bugler will begin playing as the Color Guard begins raising the flags, stopping at full mast and securing the ropes. When the Bugler stops playing, Chairman Kelly will lead the Pledge of Allegiance. Following the Pledge, the Color Guard will be dismissed and walk into the crowd.

Chairman Kelly will introduce Pastor Ken Smith who will give the Invocation.

Chairman Kelly will introduce the county and city official in attendance, followed by the introduction of First District Court Judge, Barbara Buchanan. Judge Buchanan will introduce the other judges in attendance. Chairman Kelley will give a brief "Welcome Address." Chairman Kelly will call upon Judge Heise to give a brief "Dedication Remarks" followed by Judge Buchanan's "Dedication Remarks."

Chairman Kelly will next introduce the Project Architect: Steve Simmons of LCA Architects and Project Contractor: Jeremy Addington of Ginno Construction asking them to speak briefly about the "History of the Remodel Project."

Finally, Chairman Kelly will call upon Judges Buchanan and Heise to conduct the "Ribbon Cutting," followed by the "Public Open House" from 12:30pm until 6pm. The Facility will be secured by Bailiffs following the "Open House" which ends at 6 pm.

Schedule of Events:

- **1100** - County Bailiffs and selected clerical staff in positions inside facility for duration. Employee entrance staffed by Bailiff or Clerk to allow officials and judges to enter. Entire “Handicap Ramp” area closed off and secured by Bailiff for use by elected officials, judges, and podium. Standing Podium to be placed in lower ramp area by Bailiff NLT 1130 am.
- **1115** – Eddy Fountain to set up PA system with two speakers, amp & mic.
- **1100-1150** –Judges, elected officials, and invited guest will be staged inside Courtroom 4. Please enter via the employee entrance on east side of facility.
- **1155** - The participants will be line up by groups, and file out of the facility using the handicap door, walking onto the handicap ramp single file. The **Order of Procession** is: Four member the Color Guard, Commissioners Nielsen, Kelly, & Bailey, Pastor Smith, Judge Buchanan, Judge Heise, Architect Steve Simmons, Contractor Jeremy Addington, Mayor Ogilvie, followed by all other elected county officials and other judges able to attend. Judges Barbara Buchanan and Debra Heise need to take their positions directly behind Pastor Smith, so they can easily access the podium and participate in the ribbon cutting ceremony.
- **1200** – **Call to Order** By Chairman Cary Kelly, **Presentation of Colors** by Scouts, and Bugler to play while Colors are raised by Color Guard
- **1203** – Chairman Kelly leads **Pledge of Allegiance** followed by **Color Guard Dismissal**.
- **1204** – **Invocation** by Pastor Ken Smith
- **1207** – Chairman Kelly - **Introductions** of state, county and city official in attendance, followed by the introduction of First District Court Judge, Barbara Buchanan. Judge Buchanan will introduce the other judges in attendance.
- **1208** - Chairman Kelly gives a brief “**Welcome Address.**”
- **1213** - Chairman Kelly calls upon Judge Heise to give a brief “**Dedication Remarks.**” Judge Heise will then call upon Judge Buchanan.
- **1218** – Judge Barbara Buchanan – offers her “**Dedication Remarks.**”
- **1223** – Chairman Kelly introduces the Project’s Architect and Contractor: Architect Steve Simmons with LCA, and Contractor Superintendent Jeremy Addington with GINNO Construction who will make brief historical remarks, including their presentations available inside.
- **1228** – Chairman Kelly will invite Judge Buchanan and Judge Heise to cut the Opening Ribbon
- **1230** – Open House for public tours the Courthouse until 1800
- **1800** – Final sweep and Courthouse secured by Bailiffs.