## SITE BALLOT STATION CHECKLIST

Pre-Opening Checklist													10/15				
Station Resources Bag: Place the Ballot Distribution Guide at the Ballot Station.																	
Station Resources Bag: Place the Spoiled Ballot Log at the Ballot Station.																	
Black Rolling Tote: Place a manila "Canceled/Misc. Forms" folder at the Ballot Station.																	
Black Rolling Tote: Place several pens at the Ballot Station for Ballot Operators.																	
Green Tote Bag: Place a Ballot Station tabletop sign at the Ballot Station (if not done by the BOE).																	
Black Rolling Tote: Place rubber bands, binder clips, and rubber fingers at the Ballot Station.																	
Black Rolling Tote: Place the red 'PROVISIONAL', blue 'Curbside Ballot Distributed' and black 'ExpressVote Coding' stamps at the Ballot Station.																	
Black Rolling Tote: Place the white, yellow, and red polybags at the Ballot Station.																	
Verify that the ballot barcode scanner is set up. If not, retrieve it from the Black Rolling Tote and use the instructions in the box to complete the setup.																	
Verify the ExpressVote has stylus and headphones attached, and privacy screen in place. If any items are not present, inform the Site Coordinator immediately.																	
Opening Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Ensure the barcode scanner is operational and		,	,	,		,		,	,		,	,	,				
ready to be used.																	
Place an opened pack of 100 ballots of each ballot																	
style in the ballot sorter. (If a ballot style is uncommon, the pack may be 50 or less.)																	
ExpressVote Case: Place ziplock bag of blank																	
ExpressVote ballots in the ballot sorter.																	
Ensure unopened ballots are secured in the designated locked closet/cage until needed.																	
Verify that all supplies listed in the																	
Pre-Opening Checklist above, are placed at the Ballot Station.																	
Closing Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Receive the SOSA Transaction Statistics Reports																	
from the Check-In and Help Desk Stations. Place the statistics report on top of the machine-specific																	
Early Voting Applications.																	
Count the number of Early Voting Applications in																	
each basket, write the count on post-it notes and place them on top of each pile.																	
piace trieffi off top of each pile.																	

Closing Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Rubber band or binder clip each pile together by machine and keep them in the designated basket for reconciliation activities.																	
Group and paperclip all documentation from the 'Canceled/Misc Forms' folder and keep them on the ballot table.																	
Place all materials in the designated polybags upon instruction from the Site Coordinator.																	
Ensure the Ballot Station is organized and prepared for the morning shift.																	
Final Day Closing Checklist																	11/2

Final Day Closing Checklist							
Complete all regular steps in the Closing Checklist above (unless a checkbox is unavailable).							
Place all Ballot Station supplies back in the location they were retrieved from per the Pre-Opening Checklist, when instructed by the Site Coordinator and/or Assistant Site Coordinators. Each tabletop sign must go into a 'Tabletop Sign Frame & Bag' (one sign per bag) and be placed in the Green Tote Bag.							
Place the blank ExpressVote ballots in the plastic ziplock bag, and place ziplock bag on top of the ExpressVote in the ExpressVote Case.							
Place the ballot wire baskets neatly inside the Black Rolling Tote. Leave the ballot sorter on the Ballot Station table.							
Place used tablecloths and aprons in the white mesh laundry bag (Black Rolling Tote). Leave the laundry bag in the designated BOE pick-up area.							
Place all other supplies in the designated pick-up area when instructed by the Site Coordinator and/or Assistant Site Coordinators.							