

EARLY VOTING

PRE-OPENING CHECKLIST



Place a check mark next to each item as it is completed. The Site Coordinator and designated Assistant Site Coordinators **must sign** the bottom of this checklist upon completion.

SITE DELIVERY AND VERIFICATION

- Site Coordinator**: Complete the Joint Equipment Verification process with the BOE.
- Site Coordinator**: Verify that the site has been setup with all laptops, printers, voting booths, along with tables for Check-In, Ballot Station, and Help Desk unless otherwise noted. **Do not move anything that has been setup.**
- Site Coordinator**: Confirm the number of ballots and ballot styles received matches the number on your Ballot Reconciliation Form in your Early Voting Admin Binder. You can confirm this by reviewing the ballot box seals completed during ballot verification.
 - Confirm there are blank ExpressVote ballots at the bottom of the ExpressVote case and include them in the task above (50).

If the numbers do not match, call the BOE immediately.

- Site Coordinator**: Verify the IDs of each site worker against the assigned worker list to confirm they are scheduled to work.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklists for the Pre-Opening Meeting. (Found in the Early Voting Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

- Verify the accurate completion of the Help Desk Station Checklist for pre-opening.
- Verify the accurate completion of the Check-In Station Checklist for pre-opening.
- Verify the accurate completion of the Ballot Station Checklist for pre-opening.
- Verify the accurate completion of the General Setup Checklist for pre-opening.
- Place all checklists in the Early Voting Admin Binder.

ADDITIONAL SITE SETUP

Site Coordinator and/or Assistant Site Coordinators: Complete site setup by ensuring the following:

- Place a Precinct Official Portal Login flyer, found in the Time Entry Binder, on the wall near the Help Desk.
- Place SOSA User Log Binders next to each laptop, including the Site Coordinator laptop. Make sure the machine number listed on the front of the binder matches the hand-written number next to "SOSA ID:" on the card on the laptop's lid.
- Verify that all voting booths, including the ADA voting booth, are set up and have a tethered pen.
- Ensure all electrical cords are taped down with gaffer tape to prevent hazards. (Gaffer tape is located in the Black Rolling Tote).



- Designate one voting booth as the 'Provisional' booth and ensure it is positioned close to the Help Desk.
 - Set up the corrugated plastic voting booth at the Help Desk Station as an additional provisional voting booth (if needed).
- Place the Black Rolling Tote near the Help Desk Station.
- Place the Red Rolling Tote near the Help Desk Station.
- Complete other organizational tasks in preparation for opening.
- Site Coordinator:** Verify all the above supplies have been placed correctly in the site.

BEFORE EXITING THE SITE:

Site Coordinator: Complete the following:

- Review the Day One Opening Checklist found in the Site Coordinator Management Guide prior to opening.
- Establish position assignments with each site worker prior to opening.
- Review time entry in the Precinct Official Portal with workers via the instructions in the Time Entry Binder, and make sure they have logged time for the Pre-Opening Meeting.
 - NOTE: Workers must use their own device to enter their time in the Precinct Official Portal. Check-In and Help Desk Station laptops should not be used for this purpose. The Site Coordinator can authorize use of the Site Coordinator laptop to enter time on a case-by-case basis.
- Remind workers to be adequately prepared for their first shift.
 - Dress in business casual attire, including comfortable shoes (comfortable but professional).
 - Review policies around attire and breaks.
 - Be prepared with all food, medication, and reading materials.
 - Do not bring any materials that implicitly or expressly advocate for a candidate or ballot item or are political in nature.
 - Do not attempt to enter the voting place before the Site Coordinator and Assistant Site Coordinators. No election official is permitted to be in a voting location alone.



- Secure ballots, including blank ExpressVote ballots, in the designated closet and/or ballot cage and lock the facility prior to leaving.
- Secure the DS200 in the secured closet, if your site is required to lock up the DS200, prior to leaving the facility.
- Be sure that the Day One Site Coordinator has the machine keys, cell phone, badge (if applicable), and Early Voting Admin Binder in their possession.
- LIBRARIES ONLY:** Use the “Library Opening and Closing Procedures” to properly lock the site.

Site Coordinator Signature

Site Coordinator Signature

Date and Time