

PRECINCT SUPPLY BAGS CHECKLIST

If you are missing any supplies, call (216) 443-3277

Gray Ballot Box

Located On the Transport Cart - Verify Correct Precinct

- Memory Stick Bag - DO NOT DETACH from Gray Ballot Box (Alpha Precinct Only)
- Precinct Ballots (Verify Correct Precinct)
- Sample Ballot Posters
- Clear Plastic Envelope
 - One (1) PEO Handbook
 - Pink and Green Keys for the DS200 Scanner on a Lanyard
 - Plastic DS200 Seals
 - Pen Pack Envelope (w/ plastic seals and tamper tape)

Red/Blue Precinct Supply Bag

Located Inside DS200 Ballot Compartment

- Precinct Kit Envelope (See Checklist Below)
- Brown Expandable Folder (See Checklist Below)
- Sign Kit Folder (See Checklist Below)
- Primary Election Folder (See Checklist Below)
- Black Supplemental Envelope
- Regular Voter Flow Chart
- "How to Vote" Postcards
- Recruitment Postcards
- Voter Survey Postcards
- Voting Stickers
- Ballot Privacy Folders
- Flat Boards
- Blue Painters' Tape
- DS200 "Scan Ballot Here" Sign
- PVC Pipes for DS200 Sign (1 with and 1 without Velcro)
- DS200 Printer Paper Roll (Extra)
- Stands for Precinct Table Sign
- Three Prong Adaptors
- Provisional Envelopes – *Place on Voter Assistance Table*
- Provisional Ballot Notices (Form 12-H) – *Place on Voter Assistance Table*
- Microfiber Cloth (Red Bag Only)
- Glossary of Key Election Terminology (English – Spanish) – (Bilingual Precincts Only)
- 17-Year-Old Stamp (Primary Election Only)



Precinct Kit Envelope

- Name Tags
- Clear Plastic Provisional Pouch
- Completed Forms Envelope
- Return Envelope
- Valid Unscanned Ballot Envelope
- Soiled/Defaced/Voided Ballot Envelope
- Stub A Envelope
- Hablo Español Badges (Bilingual Precincts Only)
- 17-Year-Old Ballot Envelopes (Primary Election Only)

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Red/Blue Precinct Supply Bag (Continued)

Brown Expandable Folder

- Write-In Candidate List (if necessary)
- Issues Signs (if necessary)
- Precinct Signs (A-K) and (L-Z)
- DS200 Sign Installation Instructions
- Drop-Off Location Information
- Post-Election Pack Up Checklist (Laminated)
- Magnifying Sheet
- Front of the Line Pass
- Maps (Red Bag Only)

Sign Kit Folder

- Acceptable Voter ID Requirements
- How to Vote Using an Optical Scan Ballot
- "Notice to Election Officials" Sign
- "Notice to Presiding Election Official" Sign
- Special Voting Instructions
- Voter Ballot Instructions
- Voting Rights Information Poster
- "Election Today" Poster (Red Bag Only)
- "No Guns" and "No Smoking" Poster (Red Bag Only)
- "Voting More than Once at the Same Election" (Red Bag Only)
- "Remove All Political Etc." (Red Bag Only)
- Directional Signs – One Left & One Right (Red Bag Only)
- Spanish Language Assistance Sign for Wall (Red Bag Only)
- SOS ID Poster – English and Spanish (Red Bag Only)

Primary Elections Folder (Primary Election Only)

- Statement of Persons Challenged as to Party Affiliation (Form 10-X)
- 17-Year-Old Voting Instructions

Additional Items on the Transport Cart

- American Flags
- ADA Parking/Entrance Signs (if necessary)
- Voting Booths
- Green PLC Bag
- Green Poll Book Bag