



ROVER | TUESDAY CLOSING LOCATION CHECKLIST

Closing Reminder Checklist 5:00 PM		
1		At 5:00 p.m. on Election Day, go to your first assigned Polling Location to review the Polling Location Closing Procedures with the VLM.
2		Remove the copy of the Closing Reminder Checklist from the front pocket of the Location Binder.
3		Review the entire document with the VLM and instruct him/her to begin assigning the PEOs to teams for the closing procedures.
		This checklist is to remain with the VLM to be used when packing up the election supplies after the polls close.
5		Proceed to your next assigned polling location. Repeat steps 1-3.

Close of Polls 7:30 PM		
1		After the polls close at 7:30 p.m., take down all ADA items.
		You must return all cones and assigned ADA items back to the Zone Station after your election night duties are complete.
2		Proceed to your next assigned polling location and repeat this step.
3		Once all your Polling Locations are set for the evening and no longer require your assistance, report to your assigned Zone Station to sign the attendance log and be released for the evening.

Drop-Off Captains:

If you are a Drop-Off Captain, report to your Zone Station at 6:00 p.m. for Drop Off Assistant attendance and training. Then report to your Drop-Off Location at 7:00 p.m. to prepare for PEOs to drop off Election Day supplies.