



VLM CHECKLIST

MONDAY NIGHT			
	Remove the BOE Cell Phone from the Clear Plastic Envelope in the Green Supply Bag, power it on and ensure the ringer volume is turned up.		
	Mandatory Call #1 Monday Night Arrival Call 6:00 PM		
	Remove the Payroll Card from the Green Update Folder and take attendance. <ul style="list-style-type: none"> ✓ Check Present (Mon) if the worker is present ✓ Check No Show if a worker is not present 		
	Call the BOE to report any missing workers or workers who are present but do not appear on your roster.		
	Read any Alerts aloud to all PEOs in your Polling Location.		
	Assign PEOs to Teams. <ul style="list-style-type: none"> → Supply Team Voting Booths, Tables, Blue Location Supply Bag → Ballot Team Red and Gray Ballot Boxes → EPB Team Electronic Pollbooks (EPBs) and Printers → Scanner Team DS200 Ballot Scanners 		
	Distribute supplies from the Green Update Folder and Clear Plastic Envelope. <ul style="list-style-type: none"> <input type="checkbox"/> Security Records <ul style="list-style-type: none"> ○ Location Security Record – Supply Team EPB Team ○ Ballot Security Record – Ballot Team ○ DS200 Security Record (1 per DS200) – Scanner Team <input type="checkbox"/> EPB Passwords <input type="checkbox"/> Absentee Supplemental Update Report (Barcode) – EPB Team <input type="checkbox"/> Candidate Withdrawal Notice (if applicable) – Supply Team <input type="checkbox"/> DS200 Pink and Green Keys on Lanyard – Scanner Team 		
	Review Polling Location Setup Diagram with all Election Officials.		
	Release teams to set up Polling Location.		
	Inventory Green Supply Bag. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder <i>(Place on Voter Assistance Table)</i> <input type="checkbox"/> Paper Pollbook Backup Pack <i>(Do Not Open unless all EPBs are not operational on Election Day)</i> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder <i>(Items remain inside folder until Election Day)</i> <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter Check-Off List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder <i>(Place on Voter Assistance Table)</i> <input type="checkbox"/> Paper Pollbook Backup Pack <i>(Do Not Open unless all EPBs are not operational on Election Day)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder <i>(Items remain inside folder until Election Day)</i> <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter Check-Off List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet
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	Set up the AutoMARK. <i>(Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.)</i>		
FINAL MONDAY REVIEW			
	Ensure location set up according to Polling Location Diagram.		
	Confirm Absentee Supplemental Update Report barcode has been scanned on EPB.		
	Double check EPBs, Printers and MiFi Hotspot connectivity.		
	Make sure Supply Team and Ballot Team have inventoried supplies.		
	Verify Security Records are completed.		
	Mandatory Call #2 Monday Night Set-Up and Ready Call		

ELECTION MORNING



Mandatory Call #3 | Tuesday Arrival Call | 5:30 AM

Remove the Payroll Card from the Green Update Folder and take attendance.

- ✓ Check Present (Tues) if the worker is present
- ✓ Check No Show if a worker is not present

Call the BOE to report any missing workers or workers who are present but do not appear on your roster.

Administer Oath of Office (front cover of VAT Guide).

Distribute Security Records to Setup Teams (same Teams from Monday Night) and instruct PEOs to complete Election Morning tasks.

Verify all ADA signage is placed.

Post Precinct Voter Check-Off List (1 per precinct) near entrance of Polling Location.

Assign PEOs to Election Day positions.

- Voter Greeter
- Check-In Table | Processing Voters on EPBs
- Ballot Table | Distributing Ballots to Check-In Officials
- Scanner Official | Monitoring DS200 Scanners
- Voter Assistance Table | Voting Location Deputy and VAT Official



Bilingual PEOs, Student PEOs and VAT Officials cannot be reassigned without approval from the BOE.

Provide each Check-In Official with a Pink Memo sheet (remove from VAT Guide).

ELECTION MORNING REVIEW

DS200s

- ✓ Blue Painter's Tape is applied to floor in front of all DS200s
- ✓ DS200 Screens read "Please insert your ballot one sheet at a time."

Check-In Table(s) | EPBs

- ✓ MiFi Hotspot powered on, plugged in and not on battery power
- ✓ All Printers plugged in and powered on (Blue light)
- ✓ All EPBs on Home Screen (Red, Yellow, Green) and all four (4) status icons are Green
Central Connection | Sideways Communication | Battery Status | Printer

Ballot Table(s)

- ✓ One pack of ballots for each precinct opened and inside the correct Ballot Containment Folder



Mandatory Call #4 | Tuesday Open and Ready | 6:15 AM

VOTING HOURS | 6:30 AM – 7:30 PM

Monitor MiFi Hotspot and EPB Connectivity

Ensure 11 a.m. and 4 p.m. Voter Check-Off Lists are printed and posted.

5:00 PM – Assign PEOs to Closing Teams and review Closing Procedures and Post-Election Pack-Up List

- Supply Team | Voting Booths, Tables, Blue Location Supply Bag
- EPB Team | Electronic Pollbooks (EPBs) and Printers
- Scanner Team | DS200 Ballot Scanners and Ballot Boxes

CLOSING THE POLLS

Shutdown and pack up the AutoMARK.

Assist EPB Team with Ballot Accounting Process

Double check that all EPBs and the MiFi Hotspot are still powered on inside of EPB Transport Case.

Verify all DS200 Memory Sticks are sealed inside the Clear Memory Stick Bag (attached to Red Ballot Box).

Make sure the voted ballots from all DS200 scanners are packed inside the Red Ballot Box.

Ensure the Results Report from all DS200s are posted near the location entrance.

Check that all signage has been removed from the walls and packed in the Blue Location Supply Bag.

Confirm all other supplies are packed according to the Post-Election Pack-Up List.



Mandatory Call #5 | Closed and Leaving

Transport all Election Supplies to the assigned Drop-Off Location with the VLD.