

# LOCATION SUPPLY BAG CHECKLIST

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

## Red Ballot Box (Alpha precinct)

### Gray Ballot Box (1 per additional DS200)

Located on the Transport Cart - Verify Correct Precinct/Polling Location

- QRG-Ballot Team Monday Night/Tuesday Morning (1 per location-Red Ballot Box Only)
- Memory Stick Bag - DO NOT DETACH from Red Ballot Box (Alpha Precinct Only)
- Ballot Containment Folder(s)
- Precinct Ballots (Verify Correct Precinct)
- Soiled/Defaced/Voided Ballot Envelope
  - (1 per location – Red Ballot Box Only)
- Electronic Pollbook Report Envelope
  - (1 per location – Red Ballot Box Only)
- Authority to Vote Slip Envelope
  - (1 per Check-In Table – Red Ballot Box Only)
- Curbside Envelopes (2 per precinct)
- Stub A Envelopes (1 per DS200)



## Blue Location Supply Bag

Located Inside DS200 Ballot Compartment

- QRG-Supply Team Monday Night (1 per location)
- Master Supply List
- Brown Expandable Folder (See Checklist on Backside)
- Sign Kit Folder (See Checklist on Backside)
- Primary Election Folder (See Checklist on Backside)
- Black Supplemental Envelope
- Recruitment Postcards (Countywide Election Only)
- Voter Survey Cards (Countywide Election Only)
- Voting Stickers
- Pens
- Ballot Privacy Folders
- Flat Board
- Blue Painters' Tape
- DS200 Printer Paper Roll (Extra)
- Three Prong Adaptors
- Provisional Envelopes – *Place on Voter Assistance Table*
- Glossary of Key Election Terminology (English – Spanish) – (Bilingual Locations Only)
- 17-Year-Old Stamp (Primary Election Only)
- Microfiber Cloth
- Injury Reporting Kit
- PEO Flip Chart



# LOCATION SUPPLY BAG CHECKLIST

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## Blue Location Supply Bag (continued)

Located Inside DS200 Ballot Compartment

### Brown Expandable Folder

- Name Tags
- Hablo Español Badges (Bilingual Precincts Only)
- Return Envelope
- Drop-Off Location Information
- Post-Election Pack Up Checklist (Laminated)
- Magnifying Sheet
- Sample Ballots
- Maps
- Write-In Candidate List (if necessary)
- Issues Signs (if necessary)

### Sign Kit Folder

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Acceptable Voter ID Requirements</li><li><input type="checkbox"/> How to Vote Using an Optical Scan Ballot</li><li><input type="checkbox"/> Notice to Election Officials</li><li><input type="checkbox"/> Notice to Presiding Election Official</li><li><input type="checkbox"/> Special Voting Instructions</li><li><input type="checkbox"/> Voter Ballot Instructions</li><li><input type="checkbox"/> Voting Rights Information Poster</li><li><input type="checkbox"/> Election Today Poster</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> No Guns and No Smoking Poster</li><li><input type="checkbox"/> Voting More than Once at the Same Election</li><li><input type="checkbox"/> Remove All Political Etc.</li><li><input type="checkbox"/> Directional Signs –Left Arrow &amp; Right Arrow (2 sets)</li><li><input type="checkbox"/> Spanish Language Assistance</li><li><input type="checkbox"/> SOS ID Poster – English and Spanish</li></ul> |
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### Primary Election Folder (Primary Election Only)

- Statement of Persons Challenged as to Party Affiliation (Form 10-X)
- 17-Year-Old Ballot Envelopes (Primary Election Only)
- 17-Year-Old Voting Instructions (Inside 17-Year-Old Envelopes)

### Additional Items on the Transport Cart

- Electronic Pollbook Cases
- American Flags
- ADA Parking/Entrance Signs (if necessary)
- Voting Booths
- Green Supply Bag