

# Rover | Mandatory Calls to the Zone Station



The Rover must place four (4) Mandatory Calls to his/her assigned Zone Station for each assigned Polling Location. The phone number for your assigned Zone Station is located on the Polling Location Information Sheet in your Location Binder.

**Note:** These mandatory calls **MUST BE MADE ON TIME!**

	Time	Reports
<input type="checkbox"/>	<b>Monday Night</b> 5:45 p.m.	<b>Arrival:</b> This call is to inform the Zone Station that your assigned Polling Location is open and Precinct Election Officials have arrived.
<input type="checkbox"/>	<b>Monday Night</b>	<b>Set up and Ready:</b> This call is to inform the Zone Station that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the MiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:00 a.m.	<b>Arrival:</b> This call is to inform the Zone Station that the Polling Location is unlocked and open. This call must be made immediately after confirming both the exterior and interior entrances to your assigned Polling Location are open.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:30 a.m. – 6:15 a.m.	<p><b>Open and Ready:</b> This call is to inform the Zone Station that the Polling Location is ready for voting.</p> <p>Electronic Pollbooks and MiFi Hotspots are plugged in and powered on, ballots have been placed on the Ballot Table(s), and the DS200 Scanners are set up and ready for voting.</p> <p><b>Note:</b> The PEOs <b>MUST</b> set up and open the polls on all EPBs and DS200s no later than 6:15 a.m.</p>

NOTE: Make all mandatory calls as soon as information is available, even if it is before the required deadline.