SUPPLY TEAM | MONDAY NIGHT

Supply Team: Two or more Election Officials.

Arrange the Polling Location

	Review the Location Setup Diagram with the VLM.
!	The Polling Location must be set up exactly as it is depicted on the Location Setup Diagram. Rovers will be provided a copy of each Polling Location Setup Diagram prior to the Monday Night Organizational Meeting. He/She will be visiting the Polling Locations to ensure they are set up correctly.
	Set up the Voter Check-In Table(s), Ballot Table(s), AutoMARK Table, and Voter Assistance Table as shown on the diagram.
	Remove the voting booths from the Transport Cart and assemble in the designated area shown on the diagram.

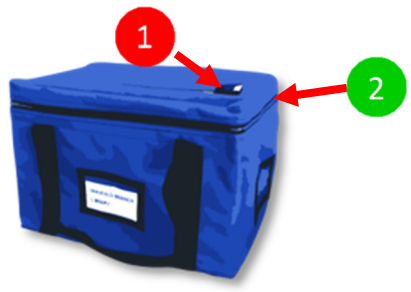
Inventory the Blue Location Supply Bag

	Retrieve the Location Security Record from the **Green** Update Folder in the **Green** Supply Bag.
	Retrieve the **BLUE** Location Supply Bag from the Scanner Team. (They will have recently removed it from the bottom of one DS200 Scanner.)
	Record the serial numbers from the two (2) plastic seals located on the **BLUE** Location Supply Bag in the Blue Supply Bag section of the Location Security Record.

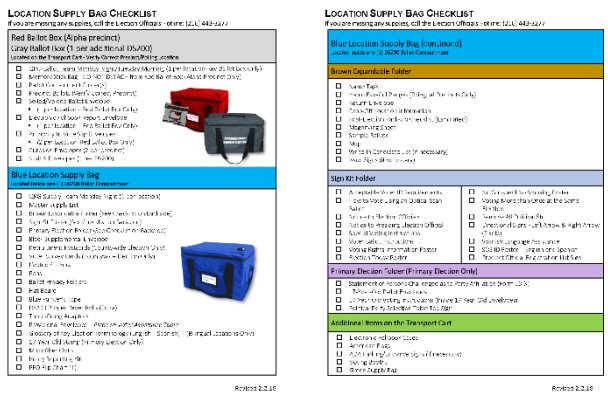
Location Security Record | <Election Date>
<Polling Location>

Monday Night Recordings

Green Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
Blue Supply Bag	Beginning Top Seal (DO NOT BREAK THIS SEAL)	Beginning Side Seal	Closing Side Seal
	1	2	
AutoMARK Case	Left Side Tamper Tape	Right Side. Tamper Tape	Replacement Tape (if necessary)



	Break the side seal 2 and open the **BLUE** Location Supply Bag.
!	Do not remove the top seal 1 .
	Open the **BLUE** Location Supply Bag and use the laminated Location Supply Bag Checklist to inventory all items.


LOCATION SUPPLY BAG CHECKLIST

Red Ballot Box (Alpha precinct)
Gray Ballot Box (1 per additional DS200)

Blue Location Supply Bag

LOCATION SUPPLY BAG CHECKLIST

Blue Location Supply Bag (continued)

Brown Expandable Folder

Sign Kit Folder

Primary Decision Folder (Primary Decision Only)

Additional Items on the Transport Cart

Post Signs

	Remove the Sign Kit Folder from the **BLUE** Location Supply Bag.
	Post all signs throughout the Polling Location.

Hang Maps, Sample Ballots and Issue Signs

	Remove the Brown Expandable Folder from the **BLUE** Location Supply Bag.
	Remove the Map and hang it on the wall near the Polling Location entrance.
	Remove the Sample Ballots and hang on the wall.
	Remove the Issue Sign(s) (if applicable) and hang on the wall.
	Remove the Write-In Candidate List (if applicable) and place on the Check-In Table(s).

Disseminate Loose Items

	Remove the remaining items listed below from the **BLUE** Location Supply Bag.
	Place the Provisional Envelopes on the Voter Assistance Table.
	Arrange the following items on your Voter Check-In Table(s): • Ballot Privacy Folders • 17-Year-Old Stamp (Primary Only)
	Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day: • Voting Stickers • Voter Surveys (Countywide Election Only) • Recruitment Postcards (Countywide Election Only)

Seal the Blue Location Supply Bag

	Return all unused supplies to the **BLUE** Location Supply Bag.
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled “Monday Night Closing Seal” under the Blue Supply Bag section of the Location Security Record.
	Close and seal the **BLUE** Location Supply Bag.