



# ROVER | TUESDAY CLOSING LOCATION CHECKLIST

Closing Reminder Checklist and Packet   2:00 PM		
1		At 2:00 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 Closing Reminder Checklist and Packet from the front pocket of the Location Binder. Hand the packet to the VLM and instruct them to wear the badge the remainder of Election Day.
3		Review the entire Closing Reminder Checklist with the VLM and remind him/her that pink tags are affixed to all items that must be taken to the Drop-Off Location.
		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. <b>Repeat steps 2-3.</b>

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.