

# LOCATION SUPPLY BAG CHECKLIST

If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277

## Red Ballot Box with Memory Stick Bag attached (Alpha precinct)

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

- QRG- Ballot Team Monday Night/ Tuesday Morning (1 per location)
- Memory Stick Bag – DO NOT DETACH
- Ballot Containment Folders
- Precinct Ballots (Verify Correct Precinct)
- Soiled/Voided Ballot Envelope (1 per location)
- Electronic Pollbook Reports Envelope (1 per location)
- Authority to Vote Slip Envelopes (2 per location)
- Curbside Envelopes (2 per precinct)
- Stub A Envelopes (1 per DS200)



## Gray Ballot Box (1 per additional precinct)

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

- Ballot Containment Folders
- Precinct Ballots (Verify Correct Precinct)



## Blue Location Supply Bag

Located inside one (1) DS200 Ballot Compartment

- QRG-Supply Team Monday Night (1 per location)
- Master List of Supplies
- Primary Election Folder (Primary Election Only) (See Checklist on Backside)
- Sign Kit Folder (See Checklist on Backside)
- Brown Expandable Folder (See Checklist on Backside)
- PEO Flip Chart (1 per location)
- Injury Reporting Kit
- Recruitment Postcards (Countywide Election Only)
- Provisional Envelopes
- Voter Survey Cards (Countywide Election Only)
- I Voted Stickers
- Pens
- Blue Painter's Tape
- Three-Prong Adaptors
- Microfiber Cloth
- Extra DS200 Printer Paper Rolls
- Glossary of Key Election Terminology (English-Spanish) (Bilingual Locations ONLY)
- Ballot Privacy Folders
- Flat Board
- Black Supplemental Envelope



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## Blue Location Supply Bag (continued)

Located inside one (1) DS200 Ballot Compartment

### Brown Expandable Folder

- Location Map
- Name Tags
- Drop-Off Location Information
- Post-Election Pack-Up Checklist
- Magnifying Sheet
- Issue Signs (if applicable)
- White Plastic Return Envelope
- Write-In Candidate List (if applicable)
- Hablo Español Badges (Bilingual Precincts Only)
- Sample Ballots

### Sign Kit Folder

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|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Election Today Poster</li><li><input type="checkbox"/> Notice to Election Officials</li><li><input type="checkbox"/> Acceptable Voter ID Requirements</li><li><input type="checkbox"/> No Guns and No Smoking Poster</li><li><input type="checkbox"/> How to Vote Using an Optical Scan Ballot</li><li><input type="checkbox"/> Voting Rights Information Poster</li><li><input type="checkbox"/> Special Voting Instructions</li><li><input type="checkbox"/> Voting More than Once at the Same Election</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Directional Signs-Left and Right Arrows (2 sets)</li><li><input type="checkbox"/> Remove All Political Etc.</li><li><input type="checkbox"/> Voter Ballot Instructions</li><li><input type="checkbox"/> SOS ID Poster-English and Spanish</li><li><input type="checkbox"/> Spanish Language Assistance</li><li><input type="checkbox"/> Precinct Voter List Sign</li><li><input type="checkbox"/> Statewide Mailing Absentee Application (if applicable)</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
- 17-Year-Old Voting Instructions
- 17-Year-Old Stamp
- Primary Election Tabletop Sign

### Additional Items on the Transport Cart

- Electronic Pollbook Cases
- American Flags
- ADA Parking Signs (if applicable)
- Voting Booths
- Green Supply Bag
- Empty Red Ballot Box (if applicable)
- Empty Gray Ballot Box (if applicable)