


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 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 <u>Blue Supply Bag</u> 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
AutoMARK Case	Left Side Tamper Tape	Right Side Tamper Tape	Replacement Tape (if necessary)



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

LOCATION SUPPLY BAG CHECKLIST
If you are missing any supplies, call the Election Officials Hotline (216) 445-5277

Red Ballot Box with Memory Stick Bag (checked if applicable)

Green Bag (1 per location)

Blue Location Supply Bag

Grey Ballot Box (1 per additional precinct)

Ballot Collection Folder

Primary Election Folder (Primary Election ONLY)

LOCATION SUPPLY BAG CHECKLIST
If you are missing any supplies, call the Election Officials Hotline (216) 445-5277

Blue Location Supply Bag (Continued)

Sign Kit Folder

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): <ul style="list-style-type: none"> • Ballot Privacy Folders • 17-Year-Old Stamp (Primary Election Only) • Primary Election Folder (Primary Election Only)
	Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day: <ul style="list-style-type: none"> • 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 <u>Blue Supply Bag</u> section of the Location Security Record.
	Close and seal the BLUE Location Supply Bag.