

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/location)
- Memory Stick Bag – **DO NOT DETACH**
- Ballot Containment Folders
- Precinct Ballots (verify correct precinct)
- Soiled/Voided Ballot Envelope (1/location)
- EPB & Ballot Scanner Reports Envelope (1/location)
- Authority to Vote Slip Envelopes (1/EPB)
- Curbside Envelopes (5/precinct)
- Stub A Envelopes (minimum 2/location)



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)



Yellow Provisional Bag

Located on the Transport Cart – Verify correct Polling Location

- Clear Provisional Precinct Pouches (1/precinct)
- Completed Forms Envelope (Light Green)
- Notice of Name Change (Form 10-L)
- Provisional Ballot Notice (12-H)
- Provisional Envelopes (1 pack of 25/precinct)
- Provisional Envelope Verification Overlay
- Provisional Voter Precinct Verification (Form 12-D)
- QRG – Processing a Provisional Voter
- Religious Objection Affidavit (Form 12-O)
- VAT Log & Pink Memo Sheets
- VAT Sign & Stand
- Voter Registration Forms



Blue Location Supply Bag

Located inside one (1) DS200 Ballot Compartment

- QRG-Supply Team Monday Night (1/location)
- Master List of Supplies (1/location)
- Injury Reporting Kit (1/location)
- Voter Survey Cards (Countywide Election) (200/precinct)
- I Voted Stickers (3 rolls/precinct)
- Blue Painter's Tape (2/location)
- Three-Prong Adaptors (1/DS200 plus 1 extra)



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Blue Location Supply Bag (continued)

Located inside one (1) DS200 Ballot Compartment

- Microfiber Cloth (1/location)
- Extra DS200 Printer Paper Rolls (1/DS200)
- Glossary of Key Election Terminology (English-Spanish) (Bilingual Locations ONLY)
- Black Supplemental Envelope (1/location)
- Election Official Manual (1/location)
- Brown Expandable Folder (see contents below)
- Sign Kit Folder (see contents below)
- Flat Board (1/location)

Brown Expandable Folder

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|--|--|
| <input type="checkbox"/> White Plastic Return Envelope (with pink label) | <input type="checkbox"/> Issue Signs (if applicable) |
| <input type="checkbox"/> Write-in Candidate List (if applicable) | <input type="checkbox"/> Magnifying Sheet |
| <input type="checkbox"/> Hablo Español Badges (Bilingual Precincts only) | <input type="checkbox"/> Sample Ballots |
| <input type="checkbox"/> Drop-Off Location Information | <input type="checkbox"/> Location Map |
| <input type="checkbox"/> Post-Election Pack-Up Checklist | <input type="checkbox"/> Name Tags |

Sign Kit Folder

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|---|---|
| <input type="checkbox"/> Directional Signs-Left and Right Arrows (2 sets) | <input type="checkbox"/> Remove All Political Etc. |
| <input type="checkbox"/> Election Today Poster (2) | <input type="checkbox"/> Curbside Voting Sign |
| <input type="checkbox"/> Notice to Election Officials | <input type="checkbox"/> Voter Ballot Instructions |
| <input type="checkbox"/> Acceptable Voter ID Requirements | <input type="checkbox"/> SOS ID Poster-English and Spanish |
| <input type="checkbox"/> No Guns and No Smoking Poster | <input type="checkbox"/> Spanish Language Assistance |
| <input type="checkbox"/> How to Vote Using an Optical Scan Ballot | <input type="checkbox"/> Precinct Voter List Sign |
| <input type="checkbox"/> Voting Rights Information Poster | <input type="checkbox"/> Statewide Mailing Absentee Application (if applicable) |
| <input type="checkbox"/> Special Voting Instructions | |
| <input type="checkbox"/> Voting More than Once at the Same Election | |

Primary Election Folder (Primary Election ONLY)

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| <input type="checkbox"/> Statement of Persons Challenged as to Party Affiliation (Form 10-X) | <input type="checkbox"/> 17-Year-Old Stamp |
| <input type="checkbox"/> 17-Year-Old Ballot Envelopes | <input type="checkbox"/> Primary Election Tabletop Sign and Sign Stand |
| <input type="checkbox"/> 17-Year-Old Voting Instructions | <input type="checkbox"/> Primary Election Supplemental Guide |

Additional Items on the Transport Cart

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| <input type="checkbox"/> Electronic Pollbook Cases | <input type="checkbox"/> Green Supply Bag |
| <input type="checkbox"/> American Flags | <input type="checkbox"/> Empty Red Ballot Box (if applicable) |
| <input type="checkbox"/> ADA Parking Signs (if applicable) | <input type="checkbox"/> Empty Gray Ballot Box (if applicable) |
| <input type="checkbox"/> Voting Booths | |