

# 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



- |   |   |
|---|---|
| <input type="checkbox"/> Authority to Vote Slip Envelope (1/EPB)            | <input type="checkbox"/> QRG - Ballot Team Monday/Tues. AM (1/location) |
| <input type="checkbox"/> Ballot Containment Folders                         | <input type="checkbox"/> Red Secrecy Folder (1/location)                |
| <input type="checkbox"/> Curbside Envelopes (5/location)                    | <input type="checkbox"/> Red Curbside Poly Mailer (3/location)          |
| <input type="checkbox"/> EPB & Ballot Scanner Reports Envelope (1/location) | <input type="checkbox"/> Soiled/Voided Ballot Envelope (1/location)     |
| <input type="checkbox"/> Memory Stick Bag – <b>DO NOT DETACH</b>            | <input type="checkbox"/> Stub A Envelopes (minimum 2/precinct)          |
| <input type="checkbox"/> Precinct Ballots (verify correct precinct)         |   |

## 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



- |   |  |
|---|--|
| <input type="checkbox"/> Clear Provisional Precinct Pouches (1/precinct)          | <input type="checkbox"/> Provisional Voter Precinct Verification (Form 12-D) |
| <input type="checkbox"/> Completed Forms Envelope (Light Green)                   | <input type="checkbox"/> QRG – Processing a Provisional Voter                |
| <input type="checkbox"/> Extra Ballot Paper for the ADA Device                    | <input type="checkbox"/> Religious Objection Affidavit (Form 12-O)           |
| <input type="checkbox"/> Notice of Name Change (Form 10-L)                        | <input type="checkbox"/> VAT ID Number Sign & Stand                          |
| <input type="checkbox"/> Post-Election Pack-up Checklist                          | <input type="checkbox"/> Log & Pink Memo Sheets                              |
| <input type="checkbox"/> Provisional Ballot Notice (12-H) (1 pack of 50/precinct) | <input type="checkbox"/> VAT Sign & Stand                                    |
| <input type="checkbox"/> Provisional Envelopes (2 packs of 25/precinct)           | <input type="checkbox"/> Voter Registration Forms                            |

## Green Supply Bag

Located on the Transport Cart – Verify correct Polling Location



- |  |   |
|--|---|
| <input type="checkbox"/> Blue Painter's Tape   | <input type="checkbox"/> <b>Green Update Binder:</b> <ul style="list-style-type: none"><li>○ Alerts</li><li>○ Cable Lock Combination</li><li>○ Drop-Off Location Information</li><li>○ Important Phone Number List</li><li>○ Location Setup Diagram</li><li>○ Mandatory Calls to the BOE</li><li>○ Observer Packet (if any)</li><li>○ Post-Election Pack Up List</li><li>○ QRG Locator</li><li>○ Thank You Letter</li><li>○ VLM/VLD Checklist</li><li>○ Password Envelopes:<ul style="list-style-type: none"><li>▪ ADA Ballot Marking Device Passwords</li><li>▪ Ballot Scanner Passwords</li><li>▪ EPB Passwords</li></ul></li><li>○ Security Records<ul style="list-style-type: none"><li>▪ Ballot Scanner Security Records</li><li>▪ Ballot Security Record</li><li>▪ Location Security Record</li></ul></li></ul> |
| <input type="checkbox"/> VLM Cell Phone w/Instructions   |   |
| <input type="checkbox"/> <b>Clear Plastic Envelope:</b> <ul style="list-style-type: none"><li>○ Ballot Scanner Keys</li><li>○ Pen pack with seals and tamper tape</li><li>○ Yellow Maintenance Tags</li><li>○ Plastic White Zip Seals</li></ul>  |   |
| <input type="checkbox"/> <b>Green Folder:</b> <ul style="list-style-type: none"><li>○ Candidate Withdrawal Notice (if any)</li><li>○ EO Training Manual</li><li>○ Payroll Card</li><li>○ Precinct Voter List(s)</li></ul>  |   |
| <input type="checkbox"/> <b>Paper Pollbook Backup Pack</b> <ul style="list-style-type: none"><li>▲ <b>You must call 216-544-8600 before opening!</b> (only use if ALL EPBs are not operational)<ul style="list-style-type: none"><li>○ Additional List of Registered Voters</li><li>○ Alphabetical Paper Pollbooks</li><li>○ Provisional Voter Record Update</li><li>○ QRG - Alphabetical Paper Pollbook</li><li>○ Return Envelope</li></ul></li></ul> |   |

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## Blue Location Supply Bag

Located on the Transport Cart

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Prep Pads   | <input type="checkbox"/> Injury Reporting Kit (1/location)                     |
| <input type="checkbox"/> Black Supplemental Envelope (1/location)  | <input type="checkbox"/> Masks   |
| <input type="checkbox"/> Blue Painter's Tape (2/location)  | <input type="checkbox"/> Master List of Supplies (1/location)                  |
| <input type="checkbox"/> EO Training Manual (1/location)   | <input type="checkbox"/> Microfiber Cloth (1/location)                         |
| <input type="checkbox"/> Extra Ballot Scanner Paper Rolls (1/Ballot Scanner)                             | <input type="checkbox"/> Pens  |
| <input type="checkbox"/> Flat Board (1/location)   | <input type="checkbox"/> QRG – Supply Team (1/location)                        |
| <input type="checkbox"/> Glossary of English-Spanish Key Election Terminology (Bilingual Locations ONLY) | <input type="checkbox"/> Three-Prong Adaptors (1/Ballot Scanner plus 1 extra)  |
| <input type="checkbox"/> Gloves  | <input type="checkbox"/> Voter Survey Cards – only in Countywide elections     |
| <input type="checkbox"/> Hand Sanitizer  | <input type="checkbox"/> Brown Expandable Folder ( <i>see contents below</i> ) |
| <input type="checkbox"/> I Voted Stickers (3 rolls/precinct)   | <input type="checkbox"/> Sign Kit Folder ( <i>see contents below</i> )         |

## Brown Expandable Folder

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

## Sign Kit Folder

- |  |   |
|--|---|
| <input type="checkbox"/> Acceptable Voter ID Poster                      | <input type="checkbox"/> Ohio's Elections Are Secure (English/Spanish)    |
| <input type="checkbox"/> Ballot Scanning Requirements                    | <input type="checkbox"/> Precinct Voter List Sign                         |
| <input type="checkbox"/> Combined Poster - No Guns and No Smoking Poster | <input type="checkbox"/> Remove All Political Signs Etc.                  |
| <input type="checkbox"/> Curbside Voting Sign                            | <input type="checkbox"/> SOS Absentee Mailing - Bilingual (if applicable) |
| <input type="checkbox"/> Election Today - Polls Open Poster              | <input type="checkbox"/> SOS ID Poster                                    |
| <input type="checkbox"/> Election Today - Directional Arrow (L/R)        | <input type="checkbox"/> Spanish Language Assistance Wall Sign            |
| <input type="checkbox"/> How to Vote Using an Optical Scan Ballot        | <input type="checkbox"/> Special Voting Instructions                      |
| <input type="checkbox"/> Notice to Election Officials Sign               | <input type="checkbox"/> Voter Ballot Instruction Guide                   |
| <input type="checkbox"/> Notice Regarding Vote No More Than Once         | <input type="checkbox"/> Voting Rights Information                        |

## Primary Election Folder (Primary Election ONLY)

- |  |  |
|--|--|
| <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 (1 per envelope)                    | <input type="checkbox"/> Primary Election Supplemental Guide           |

## Additional Items on the Transport Cart

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