☐ Retrieve the **GREEN** Supply Bag with the BOE Cell Phone from the Transport Cart/Cage. *(2 min.)*
- o Remove and record **GREEN** Supply Bag seal on Location Security Record.
- o Break the seal and open the **GREEN** Supply Bag.
- o Place the broken seal in the Clear Plastic Envelope.
- o Remove the BOE Cell Phone from the Clear Plastic Envelope.
- o Power the phone on and ensure the ringer volume is turned up.

📞 **Mandatory Call #1:** Monday Night Arrival Call | 6:00 PM

☐ Remove the Payroll Card from **GREEN** Supply Bag and take attendance. *(5 min.)*
- o Check "Present (Mon)" if the worker is present.
- o Check "No Show" if a worker is not present.
- o Instruct everyone to clock-in on an EPB once the EPBs have been set up.

☐ Read any Alerts aloud to all PEOs in your Polling Location. *(10 min.)*

☐ Assign PEOs to Teams. Remind PEOs to use QRGs to ensure proper setup. *(5 min.)*

Supply Team	Voting Booths, tables, **BLUE** Supply Bag, signs and flags
Ballot Team	**RED** and **GRAY** Ballot Boxes *(and **BURGUNDY** if applicable)*
EPB Team	Electronic Pollbooks (EPBs) and Printers
Scanner Team	Ballot Scanners
VAT Team	Voter Assistance Table Setup, **YELLOW** Provisional Bag

☐ Distribute supplies from **GREEN** Supply Bag and Clear Plastic Envelope. *(10 min.)*
- o Location Security Record – Supply Team and EPB Team
- o Ballot Security Record – Ballot Team
- o Ballot Scanner Security Record (1 per scanner) – Scanner Team
- o Candidate Withdrawal Notice (if applicable) – Supply Team
- o Ballot Scanner Key on Lanyard – Scanner Team

☐ Review Location Setup Diagram with everyone, then release teams to setup. *(5 min.)*

Voting Location Deputy (VLD) specific duties:
- o Remove and record **YELLOW** Provisional Bag seal on Location Security Record.
- o Verify all supplies are present, using the Location Supply Bag Checklist.
- o Set up the Voter Assistance Table.
- o Assist the VLM in Monday Night duties.

☐ Assign one (1) person to arrange the ADA Ballot Marking Device. *(5 min.)*

☐ Instruct the Scanner Team to load paper roll in Ballot Scanners.

☐ Inventory **GREEN** Supply Bag using the Location Supply Bag Checklist. *(5 min.)*

🛑 **NOTE:** Keep the Backup Paper Pollbook inside **GREEN** Supply Bag! **Do NOT open** unless all EPBs are not operational on Election Day, **and** unless you have called the BOE at (216) 544-8600.

Final Monday Review *(10 min.)*

☐ Ensure location is set up according to Setup Diagram.
    o Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram.
    o Any changes must be reported immediately and approved by the BOE.

☐ Double check EPBs, printers and MiFi Hotspot connectivity.   o All icons on EPB screen should be **GREEN**.
☐ Ensure ALL workers clock-in using the payroll module on any EPB.

❗	Confirm the Absentee Supplemental Files have successfully downloaded on each EPB.
	Confirm all EPBs have been put into **sleep-mode** before storing them inside the Ballot Scanner Compartment.

☐ Verify Ballot Scanner setup steps are completed including:
    o paper rolls are installed.
    o Security Records are filled out.
    o all other steps outlined in the QRG, located on top of the Ballot Scanner lid.

☎ **Mandatory Call #2:** Monday Night Set-Up and Ready Call | 216-443-3277
☐ Report to the BOE any missing workers or anyone not listed on your roster. *(3 min.)*

Monday Night Management Tips:

- Introduce yourself to the team and ask everyone to introduce themselves to the group before getting started.
- Use this opportunity to take attendance using the paper payroll card.
- Assign someone to compare the EPB clock-ins to the payroll card to ensure that everyone had a chance to clock-in.
- Observe PEOs to gauge their level of experience. This will help you plan the assignments for Election Day.
- Remind everyone what time they are expected to return tomorrow morning:
 - **5:30 a.m.**

☎	**Mandatory Call #3:** Tuesday Arrival Call | 5:30 AM

☐ Remove EPBs from the Ballot Scanner Compartment and take attendance on any EPB. *(5 min.)*
- o Instruct each worker to clock-in on an EPB.
- o If a worker is not present, do not clock them in.
- o Only clock-out a worker if they leave early before Election Day is complete.

☐ Distribute Security Records to setup teams (same Teams from Monday Night) and instruct PEOs to complete Election Morning tasks. *(5 min.)*

☐ Retrieve the password envelopes from the **GREEN** Update Binder for each of the following:
- o Ballot Scanners
- o ClearAccess ADA Ballot Marking Device
- o Electronic Pollbooks (EPBs)

☐ Distribute each password envelope to the applicable setup team.

☐ Verify all signage is posted, including ADA signage and Precinct Voter List(s). *(5 min.)*

☐ Assign PEOs to Election Day positions. *(5 min.)*
- o Voter Greeter(s)
- o Check-In Officials
- o Ballot Official(s)
- o Scanner Official(s)
- o VAT Official(s)

☐ Place a Pink Memo sheet at the Check-in Table (remove from VAT Guide).

☐ Read aloud the Oath of Office (front cover of VAT Guide). *(5 min.)*

Election Morning Review *(10 min.)*

Verify the following:
- ☐ **BLUE** Painter's Tape is applied to the floor 6 ft. in front of each Ballot Scanner.
- ☐ Ballot Scanner Display Screens read "Insert Ballot One Sheet at a Time."
- ☐ ADA Ballot Marking Device is powered on and ready for voters.
- ☐ MiFi Hotspot is powered on and plugged in
- ☐ All EPB printers are plugged in and powered on.
- ☐ All EPBs are on the Home Screen and all four (4) status icons are **GREEN:**
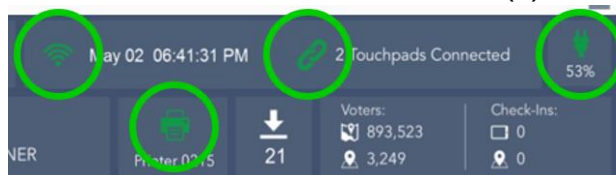
- ☐ One pack of ballots per precinct placed in the correct Ballot Containment Folder.
- ☐ Withdrawal Notices are posted in every voting booth in the Polling Location.

☎	**Mandatory Call #4:** Tuesday Open and Ready | 6:15 AM

- If possible, pair the most experienced PEOs with the less experienced PEOs when assigning teams.
- Remind PEOs to use their resources (QRGs and the EO Training Manual.)
- The VLM/VLD and the Rover should work together as a team.
  - Rover responsible for monitoring outside the Polling Location.
  - VLM/VLD responsible for monitoring inside the Polling Location.
- Election Response Team (ERT) members may be onsite to assist with any procedural questions or issues at the Polling Location.
- Assign lunch breaks in the morning. Here is a sample lunch schedule for a Location with 3 Precincts, 2 EPBs, 2 Ballot Scanners, and the following roster:

Voting Location Manager – supervise   PEO – Check-In Official 1
Voting Location Deputy – VAT Official   PEO – Check-In Official 2
PEO – VAT Official   PEO – Scanner Official 1
PEO – Voter Greeter 1   PEO – Scanner Official 2
PEO – Voter Greeter 2   PEO – Floater 1
PEO – Ballot Official   PEO – Floater 2

Lunch Break	Name	Coverage
10:00 – 11:00	PEO – Voter Greeter 1 PEO – VAT Official	PEO – Floater 1 covers the VAT
11:00 – 12:00	**Voting Location Deputy** PEO – Voter Greeter 2	PEO – Floater 1 covers the VAT
12:00 – 1:00	PEO – Ballot Official PEO – Scanner Official 1	PEO – Floater 2 covers the Ballot Table
1:00 – 2:00	PEO – Check-In Official 1 PEO – Floater 1	PEO – Floater 2 covers the Check-In Table
2:00 – 3:00	PEO – Check-In Official 2 PEO – Scanner Official 2	PEO – Floater 2 covers the Check-In Table
3:00 – 4:00	**Voting Location Manager** PEO – Floater 2	VLD covers Polling Location Management PEO – Floater 1 covers the VAT

- Clear the voted Ballots out from each Ballot Scanner at 10:00 a.m. and again at 2:00 p.m. to help prevent ballots from jamming.
  - Pack the voted ballots inside the RED Ballot Box and seal it when finished.
- Prepare the team for closing duties prior to 7:30 p.m. so that when polls close everyone is prepared to shut down the location.
- Do **NOT** begin any closing tasks before the last voter leaves the location when polls are closed.

2:00 P.M. Closing Preparation

☐ Review Closing Reminder Checklist and Post-Election Pack-Up List.

☐ Assign Closing Teams:
- o Supply Team: sign removal, Voting Booths, tables, **BLUE** Supply Bag
- o EPB Team: Electronic Pollbooks (EPBs) and Printers
- o Scanner Team: Ballot Scanners and Ballot Boxes
- o VAT Team: Voter Assistance Table and **YELLOW** Provisional Bag

Closing the Polls

☐ Assign someone to shut down and the ADA Ballot Marking Device.

☐ Assist the EPB Team with Ballot Accounting process.

☐ Confirm that the MiFi Hotspot and all EPBs are still powered on inside of EPB Transport Case.

☐ Verify all **BLACK** Memory Sticks are sealed inside the Memory Stick Bag.

☐ Make sure all voted ballots are packed in the **RED** Ballot Box.
- o **Note:** Voted ballots may also be packed inside the **BURGUNDY** Ballot Box if available at the Polling Location.

☐ Ensure the Totals Report from each Ballot Scanner is posted near the Polling Location entrance. This report must be visible to people outside the building.

☐ Confirm all other supplies are packed according to the Post-Election Pack-Up List.

📞 **Mandatory Call #5:** Closed and Leaving

☐ Transport all Election Supplies to the Drop-Off Location with the VLD (or PEO of opposite political party).

Tuesday Night Management Tips:

- Make sure you have **all** items required at the Drop-Off Location before leaving the Polling Location:

  - o **RED** Ballot Box
  - o Memory Stick Bag
  - o **BURGUNDY** Ballot Box (if applicable)
  - o **GRAY** Ballot Box(es)
  - o **YELLOW** Provisional Bag
  - o **BLUE** Location Supply Bag
  - o EPB Transport Case(s)
  - o White Return Envelope