

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)
- Electronic Pollbook Reports Envelope (1/location)
- Authority to Vote Slip Envelopes (1/EPB)
- Curbside Envelopes (2/precinct)
- Stub A Envelopes (1/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/location)
- Master List of Supplies (1/location)
- Primary Election Folder (Primary Election) (See Checklist on Backside)
- Sign Kit Folder (See Checklist on Backside)
- Brown Expandable Folder (See Checklist on Backside)
- PEO Flip Chart (1/location)
- Injury Reporting Kit (1/location)
- Provisional Envelopes (2 packs of 25/precinct)
- Voter Survey Cards (Countywide Election) (2 packs of 100/precinct)
- I Voted Stickers (3 rolls/precinct)
- Pens (400/precinct)
- Blue Painter's Tape (2/location)
- Three-Prong Adaptors (1/DS200 plus 1 extra)
- Microfiber Cloth (1/location)
- Extra DS200 Printer Paper Rolls (1/DS200)
- Glossary of Key Election Terminology (English-Spanish) (Bilingual Locations ONLY)
- Flat Board (1/location)
- Black Supplemental Envelope (1/location)



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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 (with pink label)
- Write-In Candidate List (if applicable)
- Hablo Español Badges (Bilingual Precincts Only)
- Sample Ballots

Sign Kit Folder

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

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 and Sign Stand

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)