

Precinct Preparation Checklist (duties from 5:30 - 6:00 a.m.) (Revised 3/10/11)

Preparation Assignments (If the election is smaller than a presidential or gubernatorial election, the precinct will likely be staffed with fewer than 5 people. Consequently, in smaller elections more than one job assignment category will have to be handled by each worker.)	Commissioner You Assigned & Phone #
CIC Job Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> Swear in all commissioners. <input type="checkbox"/> Receive A key envelope from custodian. <input type="checkbox"/> If your precinct has lockouts, make three lockout slips for each type of lockout. <input type="checkbox"/> Mark each absentee in precinct register and record your initials. <input type="checkbox"/> Mark your initials by each name on the absentee list and place list in P16 envelope. <input type="checkbox"/> Place a star where each supplemental name would go in the alphabetical list in the precinct register to remind you to look for the voter after the supplemental tab. <input type="checkbox"/> Place supplemental poll list behind the supplemental tab in the precinct register. <input type="checkbox"/> After machines are ready for voters, seal keys in B key envelope. <input type="checkbox"/> You and all commissioners must sign the B key envelope. <input type="checkbox"/> Secure B key envelope in a safe place. <input type="checkbox"/> Verify any watchers, alternate watchers or super watcher by asking for photo ID and check that commission has your assigned precinct number on it. Return commission to person presenting it. 	
Job A Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 1. Read machine set up instructions. <input type="checkbox"/> 2. Compare all numbers on the A Key envelope to the numbers on machines. <input type="checkbox"/> 3. Check zero proofs that all public counters are at zero. <input type="checkbox"/> 4. Check that all races on each zero proof are on each machine's ballot face. 	
Job B Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 5. Implement machine instructions being read. <input type="checkbox"/> 6. Set watch by supply machine zero proof report. <input type="checkbox"/> 7. Verify PSE ballot signs are the same as each machine's ballot face. <input type="checkbox"/> 8. Complete Machine Certificate 1. 	
Job C Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 9. Date each zero proof report and get CIC & all commissioners to sign it. <input type="checkbox"/> 10. Use the PSE supply sheet, the General Forms supply sheet and Federal Supply sheet (only if this is a federal election) to verify that all forms, supplies and signs are available to your precinct. <input type="checkbox"/> 11. Post Sample Ballot, Voting Hours sign, Official Zero Proofs for each machine, Instructions to Voters, and Notice to Voter signs in a conspicuous place in the precinct. <input type="checkbox"/> 12. Organize forms and envelopes from the PSE and General Forms envelope on the extra precinct table. 	
Job D Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 13. Conduct interior and exterior safety check and complete purple checklist. <input type="checkbox"/> 14. Check that handicapped accessible sign is posted on correct door. <input type="checkbox"/> 15. Post STOP signs at the outside entrances to the voting building. <input type="checkbox"/> 16. Remove electioneering signs (political signs about candidates or propositions pertaining to this election's ballot only) on PUBLIC property within 600 ft. from the voting facility's entrance. 	