

Precinct Preparation Checklist (duties prior to precinct opening) Rev. 7/27/2015

Preparation Assignments (If the election is smaller than a congressional/ 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"/> Absentee supplemental list - Mark each absentee in precinct register and record your initials. <input type="checkbox"/> Mark your initials by each name on the absentee supplemental list and place list in back of precinct register. <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 behind the supplemental tab. <input type="checkbox"/> Place the 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 super watchers, watchers or alternate watchers by asking for photo ID and check that their commission has your assigned precinct number on it. Return commission and ID to watcher. 	
Job A Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 1. Read machine setup instructions. <input type="checkbox"/> 2. Compare all numbers on the A key envelope to the numbers on machines. <input type="checkbox"/> 3. Check zero proof reports that all public counters show zero votes. <input type="checkbox"/> 4. Check that all races on each zero proof are on each machine's ballot. 	
Job B Assignments: <ul style="list-style-type: none"> <input type="checkbox"/> 5. Execute the machine instructions being read. <input type="checkbox"/> 6. Set watch by supply machine zero proof report. <input type="checkbox"/> 7. Verify PSE sample ballot is 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 each report. <input type="checkbox"/> 10. Use the PSE, the General Forms & Federal (if a federal election) packing lists to verify that all forms, envelopes & signs are available to your precinct. <input type="checkbox"/> 11. Post sample ballot, completed Election Date & Hours sign, official zero proof for each machine, Louisiana Voters' Bill of Rights & Voting Information, and Notice to Voter signs in a conspicuous place in the precinct. <input type="checkbox"/> 12. Organize all supplies & forms for easy reference. 	
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 accessible entrance sign is posted on correct door. <input type="checkbox"/> 15. Post STOP sign at the outside entrance to the voting facility. <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 voting facility's entrance. 	