Polling Place Opening Checklist   -   Clerk

○ Tables — arranged.   **<DAY PRIOR>**

○ Chairs — set.

○ Power cords — strung: BMDs, EPBs, Scanr.

○ Rolling Cart — acquired.

TEAM HUDDLE to start

○ **Manager's Oath** — read.   ***FIRST*** !

○ **Managers' pay sheet** — signed.   ***FIRST*** !

○ **Badges** on.

○ **Teams Assigned, Explained:**

- **Scanner** setup
- **Poll Book** setup (***& MiFi !***)
- **Inventory** count of ballot blanks
- **BMD** setup
- **Keys Master** (Log Seals, Unlock Cases of Poll Books; BMDs; Scanners; Provide Passcodes)
- **Signs, outdoors**
- **Signs, indoor**
- **Curbside** voting setup

READINESS FOR OPENING

★ **MiFi** - powered; connected.   ***ASAP !***

★ **E. Poll Books**: *ready for voter check-in*

  ○ powered; 3 top status: ☑

★ **BMDs:** *Ready*

★ **Scanners:** *Ready For Voters.*

★ **Curbside:** *Ready For Voters.*

○ **Ballot blanks** — counted.

  ○ Just 1 pack opened for CheckIn Table.

○ **Zero Tapes** — Signed; Posted

  ○ Zero Tapes #2 *to Yellow Comm Pack.*

○ **CheckIn Procedures — reviewed.**

○ Contingency Procedures - Reviewed: *paper* V Reg List & Poll Book

○ Set Alarms: 6:59pm, 7:00pm

★ Notify Office: Polling Place is Ready To Open. BY 6:55 a.m.   **?**

★ 7am Announce: Polls Open.