

## Opening the Polls Checklist

- Locate Gray Bin.
- Place tables in convenient location.
- Assemble voting booths and arrange for a smooth traffic flow.
- Open Black Bag and take out Ballot Accountability Envelope. Compare red seal numbers on Gray Bin to seal numbers on the Ballot Accountability Envelope. If red seal numbers on Gray Bin match seal numbers on the Ballot Accountability Envelope, break the seals. If not, call 574-FIXX (3499).
- Place red seals in the Ballot Accountability Envelope.
- Take Precinct Signature Rosters out of the Black Bag and place on table. Place sign with Precinct number on table.
- Open the DS200 scanner and ExpressVote using instruction sheets for opening the voting machines found in the Black Bag. Arrange voting machines for smooth traffic flow.
- Take ballots out of Gray Bin and place on table. Compare precinct number and number of ballots with information on Ballot Accountability Envelope. If the information on the ballots does not match the information on the Ballot Accountability Envelope, call 574-FIXX (3499).
- Display the following items at the polling location:
  - Flag at entrance to polling location
  - “Vote Here” sign at entrance to polling location
  - List of Street Addresses for precincts in the polling location
  - “Be an Election Officer” sign
  - Notification of Withdrawn Candidates, if any
  - Combination Poster
  - How to Cast a Provisional Ballot poster