

Monday Setup Tasks at SCES

Move the *not-to-be-used* items out of the way

- * Audio visual equipment from front of room
- * Cushions, round tables, etc., from back of room

Move square tables to back wall (will be behind booths)

Move furniture to be near their final positions (see diagram)

Lay out RT waiting lines and mark them with tape

- * Mark spot: 19' to storage room door and 11' to wall
- * Create three 10' masking tape lines 6 feet apart
- * At one end put 18' blue tape "Wait Until Called" line

Align RT/BT/HT tables -- RT centered on middle RT waiting

Set up chairs

- * RT, BT, and HT tables
- * BT waiting area + Observer
- * HT waiting area
- * CJ table and AutoMARK

Distribute gray bin kit bags; move empty bin to BT
(put All Officials and Voter Assistance on Curbside table)

Set up RT, BT, and HT

- * Reorganize pollbooks
- * Create file jacket sign covers for RT waiting lines
- * Test mobile phone and laptop(s)
- * Tape down table shields

Create more floor markers

- * Masking tape arrows from booth area to Tabulator
- * Short blue tape marks for 6-foot social distancing
 - > Disney line
 - > RT waiting lines and BT waiting area
 - > Tabulator overflow line

Set up Disney bookcase line and Rain Table

- * Use layout diagram with measurements
- * Start with "glowing" bookcase – align end with pillar
- * 5-foot width along whole path (for wheelchairs)
- * 20 feet from wall to farthest away wheeled bookcase
- * Spaces between lines matter; spaces in line, less so
- * Might use blue tape for barriers if needed

* Use masking tape to secure rug over floor outlet

Move to final places

- * Tabulator Base
- * AutoMARK and its table
- * Trash cans by door and in back of room

Distribute PPE items ; turn empty boxes into trash cans

Assemble and position voting booths (6'-spacing)

- * Normal booths
- * Table "booths"
- * Provisional booths (two if two laptops)
- * ADA booth (shorter legs , horizontal extenders)

Set up AutoMARK with its table

- * Power on to test
- * Power off
- * Use blue tape to make a barrier

Set up inside signs per checklist in sign kit

- * Use blue tape for hanging signs
- * For door signs, tape signs on glass inside the door

Assemble vinyl and H-frame signs

Place signs and marks to be left out overnight

- * Parking lot signs per Traffic Flow diagram
- * "Vote Here" signs along sidewalk per Curbside diagram
- * Direction sign taped on main entrance (not in diagram)
- * Blue tape marks for 6' social distancing on sidewalk

Set up curbside area

- * Use masking tape on asphalt for entry and exit arrows
- * Temporarily set up cones, doorbell stand, A-frame signs, and "No Campaigning" signs to understand layout
- * Test doorbell
- * Bring "temporarily set" items back inside after testing (will be put out again Tuesday before the polls open)

JGK items

- * Count entries in last-minute absentee list
- * Place last-minute absentee list on wall or table
- * Check that Tabulator bins are empty
- * Set up Keurig coffee machine and supplies

End of day

- * Have end-of-day meeting with all Officials
- * Take photos of enclosure
- * Collect forms for archive
- * Call Coordinator before leaving