

# Monday Setup Tasks at SCES

Move the *not-to-be-used* items to the storage areas

- \* Audio visual equipment
- \* Cushions, round tables, carts, planters, etc.

If needed for extra “voting booths”, move most of the large square tables to the back wall.

Move the *to-be-used* furniture to near their final positions; we will fine tune below, per the layout diagram

Set up inside signs per checklist in sign kit

- \* Use blue tape (NOT scotch tape) for hanging signs
- \* For door signs, tape signs on glass inside the door

Lay out three RT waiting lines -- sides marked with tape

- \* Put down 18’ of blue tape for “Wait Until Called” line (see layout diagram for use of floor outlet cover and 6’ 10” spot from post side to determine tape ends)
  - \* String narrow masking tape along middle of blue tape
  - \* Use four 10’ masking tape strips, 6’ apart, for line sides
- Use blue tape to mark BT “Wait Until Called” line

Set up the Rain Table and the rows of bookcases

- \* Use the appropriate (large or small) layout diagram (for large: note “glowing bookcase” and pillar align)
- \* 18 feet from wall to farthest away wheeled bookcase
- \* 5-foot width along whole path (for wheelchairs)
- \* Path width matters; not most spacing within a row
- \* Use blue tape between bookcases for barriers

Assemble vinyl and H-frame signs

Place signs 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 to the school

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

Use masking tape to secure rug over floor outlet cover

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 (and LED lights if the lights will be used)
- \* Bring “temporarily set” items back inside after testing (will be put out again Tuesday before the polls open)

Set up chairs

- \* RT, BT, and HT tables
- \* BT and HT waiting areas
- \* Observer positions
- \* CJ table and ExpressVote

Set up signs

- \* “Follow the RED arrows”
- \* “Wait here until called”
- \* “CAST YOUR BALLOT” (use stands if available)

Move to final places

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

Distribute PPE items (if any were supplied)

Distribute gray bin kit bags; move empty gray bin to BT (“Voter Assistance” and “All Officials” to Curbside Table)

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

Set up RT, BT, and HT per checklists in Quick Guides

- \* Reorganize pollbooks
- \* Create file jacket sign covers for RT waiting lines
- \* Test mobile phone; start the overnight recharge
- \* Test laptop(s); repack for the CJ to take home
- \* Test scanner (if provided); start the overnight recharge

Assemble and position voting booths

- \* Normal booths
- \* Table “booths” (if needed)
- \* Provisional booths (two if two laptops)
- \* ADA booth (shorter legs , horizontal extenders)

End of day

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

Put down masking tape arrows between booth area and Tabulator (use red marker to put line in middle of arrows)

Set up ExpressVote with its table

- \* Ensure that its power light is on
- \* Use toadstools to make a barrier