

Monday Setup Tasks at SCES

JGK 10/12/24

Move the not-to-be-used items to the storage areas
(cushions, round tables, carts, planters, AV gear, etc.)

Move the to-be-used furniture to near their final positions

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

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

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

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)

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

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

Put red painter’s tape arrows on carpet between booth area and Tabulator – closer to RT lines than to RT tables

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

Use masking tape to secure rug over floor outlet cover

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)

Assemble and position voting booths

- * Normal voting booths
- * Table “voting booths” (if needed)
- * Provisional voting booths (two if two laptops)
- * ADA booth (shorter legs , horizontal extenders)
- * Remind Officials about “string in pan cap” trick

Set up ExpressVote with its table

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

Set up inside signs

- * BOE signs: Per BOE sign checklists and BOE notes on signs
- * My signs: Per “Placement of My Inside Signs” diagram
- * Use blue tape (NOT scotch tape) for hanging signs
- * For unsleeved door signs, tape signs on glass inside door

Do a walk-around to check furniture and sign placements

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

Set up curbside area

- * Use masking tape on asphalt for entry and exit arrows
- * Temporarily set up cones, doorbell stand, A-frame signs, LED light, and “No Campaigning” signs (training)
- * 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)

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