

# 2019 MUNICIPAL ELECTION CALENDAR

Management Team Timeline

DECEMBER

	Monday (12/03)	Tuesday (12/04)	Wednesday (12/05)	Thursday (12/06)	Friday (12/07)	Saturday (12/08)	Sunday (12/09)
EDO	Assign pollworkers, VSTs, FVSTs to precincts						
Public Service	Finalize precinct assignments to Reginal Sites						
Voter Edu	Special Deputy recruitment / routes / maps / supplies / placement						
Voter Services					Order VBM supplies / material		
	Monday (12/10)	Tuesday (12/11)	Wednesday (12/12)	Thursday (12/13)	Friday (12/14)	Saturday (12/15)	Sunday (12/16)
EDO	Enter PW / VST / FVST and Poll Deputy classes in system		Print training location map	Assign PW / VSTs / FVSTs and Poll Deputies to classes / Training manua			
Public Services	Confirm site availability/ Create Canvassing Board schedule for management team to review						
	Monday (12/17)	Tuesday (12/18)	Wednesday (12/19)	Thursday (12/20)	Friday (12/21)	Saturday (12/22)	Sunday (12/23)
EDO	Print all assignment letters				Mail all assign letters		
Public Services	Create Canvassing Board schedule for management team review						
	Monday (12/24)	Tuesday (12/25)	Wednesday (12/26)	Thursday (12/27)	Friday (12/28)	Saturday (12/29)	Sunday (12/30)
	Winter Holiday - Office Closed						

Management Team Timeline

JANUARY

	Monday (12/31)	Tuesday (01/01)	Wednesday (01/02)	Thursday (01/03)	Friday (01/04)	Saturday (01/05)	Sunday (01/06)
EDO	New Year Holiday - Office Closed		Contact cities scheduled to have an election				
Public Services			First day of Candidate Qualifying / Deadline for City Clerks to forward ballot question information (due by 5:00 PM)	Candidate Qualifying			
Public Services							
Public Services							
VEC			Supply Box Prep				
EP&D			Ballot Production				
	Monday (01/07)	Tuesday (01/08)	Wednesday (01/09)	Thursday (01/10)	Friday (01/11)	Saturday (01/12)	Sunday (01/13)
EDO				Train-the-Trainer		Pollworker Classes	
Information Tech	Prep PW training EVIDs / Create distribution report			Prep PW training EVIDs			
Information Tech			Process Ballot Galley - TAB	Configure E219 in VR	Configure E219 in VR / Prepare Doc	Prepare Docs for Runbeck	
Information Tech				Assign BStyles to Precincts	Assign Bstyles to Precincts/ Prepare	Prepare Export DemLive	
Information Tech				Assign BStyles for PBowes			
Information Tech				QC Election Configuration			
Public Services	Candidate Qualifying		Last day of Candidate Qualifying / Oaths due by 5 pm				
Public Services			Mailing to recruit Regional Site workers	Create & mail BSO detail request	Municipal Poll Worker agreements due		
VEC	Supply Box Prep	Pack Supply Box					
Voter Services	Testing of Inserter & Sorter for 1-2 page ballot						
EP&D	Ballot Production		Ballot Galley due to IT		Create VBM ballot PDFs		
	Monday (01/14)	Tuesday (01/15)	Wednesday (01/16)	Thursday (01/17)	Friday (01/18)	Saturday (01/19)	Sunday (01/20)
EDO	Pollworker Classes / Polling place deadl		Pollworkers Classes				
Information Tech	Supervised Voting Equipment Prep	Supervised Voting Equip Prep/ Generate E-Day Ballot Order		Generate E-Day Ballot Order / EDay B	EDay Ballot Order Approval		
Public Services	Send Ballot PDFs to City Clerks for approval						
VEC	Prep Color Bags						
EP&D				VBM Ballot PDFs to Printer			
	Monday (01/21)	Tuesday (01/22)	Wednesday (01/23)	Thursday (01/24)	Friday (01/25)	Saturday (01/26)	Sunday (01/27)
EDO	MLK Holiday - Office Closed		Pollworker & VST Classes				
Information Tech	Prep EDay Cell Phones / Assign Polling Place Bundles			Prep Eday Cell Phones		VBM OSeas Delivery	
VEC	Prep Clear Bags						
Voter Services						Deadline for mailing ballots to overseas voter	
EP&D		Deadline to receive Test VBM Ballots from Printer					
	Monday (01/28)	Tuesday (01/29)	Wednesday (01/30)	Thursday (01/31)			
EDO	Pollworker & VST Classes		Pollworker / VST / FVST Classes	Pollworker & FVST Classes			
Information Tech	Create Regional Site Documents						
VEC	Prep for Quality Control & Shipping						

Management Team Timeline

FEBRUARY

				Friday (02/01)	Saturday (02/02)	Sunday (02/03)	
EDO				Pollworker & VST Classes			
VEC				Prep Quality Control & Shipping	Election night pickup of equipment & Supplies		
	Monday (02/04)	Tuesday (02/05)	Wednesday (02/06)	Thursday (02/07)	Friday (02/08)	Saturday (02/09)	Sunday (02/10)
EDO	VST & Poll Deputy Classes / Print pickup letters		FVST / VST / Poll Deputy Classes	Poll Deputy Classes / Prepare pickup letter for mailing			
Information Tech	Deploy Signature Verification Stations						
Information Tech	Prepare E-Day EVIDs	Prepare E-Day EVIDs / VBM Dom Delivery					
Voter Services	Send out notices to Canvassing Board						
VEC	Prep for Shipping				Regional Site Drivers Training / Election night pickup of equipment & Supplies		
Voter Services	Mail-out of Domestic VBM ballots						
EP&D			Burn L&A Media				
	Monday (02/11)	Tuesday (02/12)	Wednesday (02/13)	Thursday (02/14)	Friday (02/15)	Saturday (02/16)	Sunday (02/17)
EDO	VST & Pollworker Classes / Prepare Pickup letters for mail		VST & Pollworker Classes		VST & Pollworker Classes / Mail Pickup Letters		
Public Services	Book Closing Legal Ad	Prep for Quality Control (QC) & Shipping					
VEC							
Voter Services	Signature Verification						
	Book Closing						
EP&D	Test and Prep Election Day DS200s						
	Monday (02/18)	Tuesday (02/19)	Wednesday (02/20)	Thursday (02/21)	Friday (02/22)	Saturday (02/23)	Sunday (02/24)
	Presidents Day Holiday - Office Closed						
Information Tech					VR-Book Closing		
Voter Services	Update documents for Regional Site document folder / Prepare & distribute election day staffing schedule / Canvassing Board schedule (Legal Ad)						
Voter Services					Mailing to confirm Regional Site workers		
VEC	Prep for shipping of DS200s				Training for Quality Control drivers / Training for delivery drivers		
EP&D	Test and Prep Election Day DS200s				Turn over DS200s to VEC for distributions		
	Monday (02/25)	Tuesday (02/26)	Wednesday (02/27)	Thursday (02/28)			
EDO				ERT Class / Run Payroll Sheets			
Voter Services	Reminders to Canvassing Board Membe	Deadline for Pollwatchers applications		Mailing to confirm Regional Site workers			
VEC	Pack Ballots & DS200s						
Voter Services				Canvassing & Ballot Opening			

Management Team Timeline

MARCH

				Friday (03/01)	Saturday (03/02)	Sunday (03/03)	
EDO				Tech Team Class			
Public Services				Mailing to confirm Regional Site workers / Sendout pollwatcher confirma		VR Register Generation	
Public Services				Submit legal ad to newspaper for polling place changes			
Voter Edu					Special Deputy Training		
VEC				Pack Document Folder/ QC Prep	Pack document folders		
	Monday (03/04)	Tuesday (03/05)	Wednesday (03/06)	Thursday (03/07)	Friday (03/08)	Saturday (03/09)	Sunday (03/10)
EDO	Pickup Reminder Calls		Pickup Reminder Calls / Reminder calls to precincts		Reminder calls to precincts		
			<b>Logic &amp; Accuracy Testing</b>				
Information Tech	VR Register Generation / Burn EVID Ed	Burn EVID Eday Jump Drives / Provide Quality Control Documents					
Information Tech			Prep Eday Tech EVIDs / Prep TAT EVIDs				
Information Tech				Deploy Eday Call Centers			
Public Services	Sendout pollwatcher confirmation letters and badges						
Public Services	Distribute Election Day Staffing / All Regional Site docs due						
Public Services			Quality Control / RS Sup Training		Clerk / VST Pick-up		
VEC	Delivery of equipment and supply to precincts						
VEC	QC Prep	QC Staging / Load delivery truck			11 - 7:30 p.m. Region drop-off		
Voter Services			<b>Deadline to Request VBM Ballots</b>	Ballot pickup begins	Last day to mail VBM ballots		
EP&D	L&A Practice						
	Monday (03/11)	Tuesday (03/12)	Wednesday (3/13)	Thursday (03/14)	Friday (03/15)	Saturday (03/16)	Sunday (03/17)
		<b>MUNICIPAL ELECTION DAY</b>					
EDO		Pollworker Payroll / Provisional Processing			ED Provisionals due to Canvassing Board		
Information Tech	Train Eday EVID Techs		Post Process EVID Jumpdrives / Post Process Eday Cell Phones		Post Process Eday Cell Phones		
Public Services		Clerk / VST Drop-off			Transmit Certified Municipal Elections results to respective cities		
VEC		Ballot Bag Receiving		Poll Deputy Payroll			
VEC	Delivery of Equipmet	Dispatch Tech & ERT Team/ Pickup Eq		Equipment Pickup from Precincts			
				<b>Municipal Election Certification</b>			
EP&D	Election Night Recording Link			Produce Canvassing Board Reports			
	Monday (03/18)	Tuesday (03/19)	Wednesday (03/20)	Thursday (03/21)	Friday (03/22)	Saturday (03/23)	Sunday (03/24)
EDO	Pollworker Payroll						
Information Tech	Post Procees EVIDs						
VEC	Sort Supplies & Restock Warehouse						
	Monday (03/25)	Tuesday (03/26)	Wednesday (03/27)	Thursday (03/28)	Friday (03/29)	Saturday (03/30)	Sunday (03/31)
VEC	Sort Supplies & Restock Warehouse					E219 March Election-Update Voter History	