

LOCATION SUPPLY BAG CHECKLIST

If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277

Red Ballot Box with Memory Stick Bag attached (Alpha precinct)

Located on the Transport Cart – Verify correct precinct/Polling Location

- QRG- Ballot Team Monday Night/ Tuesday Morning (1/location)
- Memory Stick Bag – **DO NOT DETACH**
- Ballot Containment Folders
- Precinct Ballots (verify correct precinct)
- Soiled/Voided Ballot Envelope (1/location)
- EPB & Ballot Scanner Reports Envelope (1/location)
- Authority to Vote Slip Envelopes (1/EPB)
- Curbside Envelopes (5/location)
- Red Secrecy Folder (1/location)
- Red Curbside Poly Mailer (3/location)
- Stub A Envelopes (minimum 2/precinct)



Gray Ballot Box (1 per additional precinct)

Located on the Transport Cart – Verify correct Precinct/Polling Location

- Ballot Containment Folders
- Precinct Ballots (verify correct precinct)



Yellow Provisional Bag

Located on the Transport Cart – Verify correct Polling Location

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|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Clear Provisional Precinct Pouches (1/precinct)<input type="checkbox"/> Completed Forms Envelope (Light Green)<input type="checkbox"/> Notice of Name Change (Form 10-L)<input type="checkbox"/> Post-Election Pack-up Checklist<input type="checkbox"/> Provisional Ballot Notice (12-H)<input type="checkbox"/> Provisional Envelopes (1 pack of 25/precinct)<input type="checkbox"/> Provisional Voter Precinct Verification (Form 12-D)<input type="checkbox"/> QRG – Processing a Provisional Voter<input type="checkbox"/> Religious Objection Affidavit (Form 12-O) | <ul style="list-style-type: none"><input type="checkbox"/> VAT Log & Pink Memo Sheets<input type="checkbox"/> VAT Sign & Stand<input type="checkbox"/> Voter Registration Forms |
|---|---|



Blue Location Supply Bag

Located on the Transport Cart

- Black Supplemental Envelope (1/location)
- Blue Painter's Tape (2/location)
- Election Official Manual (1/location)
- Extra Ballot Scanner Paper Rolls (1/Ballot Scanner)
- Flat Board (1/location)
- Glossary of English-Spanish Key Election Terminology (Bilingual Locations ONLY)
- I Voted Stickers (3 rolls/precinct)
- Injury Reporting Kit (1/location)
- Master List of Supplies (1/location)



LOCATION SUPPLY BAG CHECKLIST

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Blue Location Supply Bag (continued)

Located on the Transport Cart

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|---|--|
| <input type="checkbox"/> Microfiber Cloth (1/location) | <input type="checkbox"/> Alcohol Prep Pads |
| <input type="checkbox"/> QRG – Supply Team (1/location) | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Three-Prong Adaptors (1/Ballot Scanner plus 1 extra) | <input type="checkbox"/> Hand Sanitizer |
| <input type="checkbox"/> Voter Survey Cards – only in Countywide elections | <input type="checkbox"/> Masks |
| <input type="checkbox"/> Brown Expandable Folder (see contents below) | <input type="checkbox"/> Pens |
| <input type="checkbox"/> Sign Kit Folder (see contents below) | |

Brown Expandable Folder

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|--|--|
| <input type="checkbox"/> White Plastic Return Envelope (with pink label) | <input type="checkbox"/> Issue Signs (if applicable) |
| <input type="checkbox"/> Write-in Candidate List (if applicable) | <input type="checkbox"/> Magnifying Sheet |
| <input type="checkbox"/> Hablo Español Badges (Bilingual Precincts only) | <input type="checkbox"/> Sample Ballots |
| <input type="checkbox"/> Drop-Off Location Information | <input type="checkbox"/> Location Map |
| <input type="checkbox"/> Post-Election Pack-Up Checklist | <input type="checkbox"/> Name Tags |

Sign Kit Folder

- | | |
|--|---|
| <input type="checkbox"/> Notice to Election Officials Sign | <input type="checkbox"/> Election Today - Polls Open Poster |
| <input type="checkbox"/> Acceptable Voter ID Poster | <input type="checkbox"/> Election Today - Directional Arrow (L/R) |
| <input type="checkbox"/> Voter Ballot Instruction Guide | <input type="checkbox"/> SOS ID Poster |
| <input type="checkbox"/> How to Vote Using an Optical Scan Ballot | <input type="checkbox"/> Spanish Language Assistance Wall Sign |
| <input type="checkbox"/> Special Voting Instructions | <input type="checkbox"/> Precinct Voter List Sign |
| <input type="checkbox"/> Voting Rights Information | <input type="checkbox"/> SOS Absentee Mailing - Bilingual (if applicable) |
| <input type="checkbox"/> Combined Poster - No Guns and No Smoking Poster | <input type="checkbox"/> Curbside Voting Sign |
| <input type="checkbox"/> Notice Regarding Vote No More Than Once | <input type="checkbox"/> Ballot Scanning Requirements |
| <input type="checkbox"/> Remove All Political Signs Etc. | <input type="checkbox"/> Ohio's Elections Are Secure (English/Spanish) |

Primary Election Folder (Primary Election ONLY)

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|--|--|
| <input type="checkbox"/> Statement of Persons Challenged as to Party Affiliation (Form 10-X) | <input type="checkbox"/> 17-Year-Old Stamp |
| <input type="checkbox"/> 17-Year-Old Ballot Envelopes | <input type="checkbox"/> Primary Election Tabletop Sign and Sign Stand |
| <input type="checkbox"/> 17-Year-Old Voting Instructions | <input type="checkbox"/> Primary Election Supplemental Guide |

Additional Items on the Transport Cart

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| <input type="checkbox"/> Electronic Pollbook Cases | <input type="checkbox"/> Green Supply Bag |
| <input type="checkbox"/> American Flags | <input type="checkbox"/> Empty Red Ballot Box (if applicable) |
| <input type="checkbox"/> ADA Parking Signs (if applicable) | <input type="checkbox"/> Empty Gray Ballot Box (if applicable) |
| <input type="checkbox"/> Voting Booths | |