Pre-Election – Preparing for Ballot Composition

Election Cycle: _____

Deadline: _____

Items or Task (cite legal reference where appropriate)	Complete (Initials & Date)
Communicate with each political or taxing district to verify the best contact person.	
Verify district boundaries in writing for each political or taxing district.	
Download historical data from the EMS or voting system for the last comparable election.	
Create a spreadsheet that tracks jurisdictions and offices from the last comparable election and from contact with jurisdictions for this election cycle.	
Send your requirements, procedures, and deadlines for final submissions to the confirmed contact person(s) in all jurisdictions.	
Prepare for ballot measures by creating a list of entities that will submit ballot measures for the coming election.	
Create a tracking spreadsheet for entering contest, candidate, and ballot measure information received from other political and taxing jurisdictions.	
Create a candidate tracking spreadsheet for candidates filing in your office.	
Review all statutes and regulations relating to ballot creation and store them in a handy place for reference as needed during ballot proofing.	
Create a spreadsheet to keep track of any litigation that may affect ballot creation.	
Notes:	

Approved By: _____   **Date:** _____