**Appendix A**

**Example Fact Sheet**

*Tailor this fact sheet to the results reporting process in your jurisdiction.*



**Contact Information**

[First Name][Last Name]

[Title]

[Email][Phone]

Fact Sheet

20XX Election Results Reporting

What happens on election night?

* Polls close at X:XX p.m. local time.
* Bipartisan teams will close polling places after the final voters have cast their ballots.
* Bipartisan teams will close all drop-box locations and collect any remaining ballots.
* Bipartisan teams will tabulate results until a designated stopping time.
* Results will be reported as the central office receives them.
* The first results reported will be from early voting and any mail ballots received prior to Election Day.
* The public can view the results as they are reported on their state or local website.

What happens after election night?

* Bipartisan teams in each jurisdiction will continue to tabulate and report any remaining ballots.
* [Mention any state specific policies that are relevant to results reporting. For example, mention cure deadlines or absentee ballot receipt deadlines if they come after Election Day].
* Local jurisdictions will meet to certify local results on/by [Month DD, YYYY].

When will we have final results?

* Results are not final until the state certification date, which is [Month DD, YYYY].