

Ballot Layout Proofing

Election Cycle: _____

Deadline: _____

Items or Task (<i>cite legal reference where appropriate</i>)	Complete (Initials & Date)
Name and date of election	
Required instructions for this specific election (<i>local policy/state law</i>)	
Directional prompts (continue voting, vote other side, this column intentionally blank, end of ballot, etc) are appropriate and located in the right positions (<i>local policy</i>)	
Voting targets are correct and in appropriate locations (<i>local policy/state law</i>)	
Font selection and size (<i>local policy/state law</i>)	
The correct contests appear on the ballot, in the correct sequence. (<i>certified candidate list; master Spreadsheet; state law</i>)	
Each contest appears only once on the ballot.	
Contest headers are formatted appropriately with office title, term, and “vote for” messages (<i>local policy/state law</i>)	
Term of office for each contest	
“Vote For” the correct number of open seats for each contest	
Contest title is spelled correctly.	
Correct candidates listed for each contest	
Candidate names are spelled correctly including nicknames, punctuation and special characters	
Incumbent is noted (if required)	
Candidates are listed in the correct order in which they should appear on the ballot (<i>certified candidate list; rotation report from EMS; state law</i>)	
Party affiliation for each candidate or party ballot style (<i>certified candidate list</i>)	
Candidate names appear to be of uniform font size	

Ballot Layout Proofing (cont.)

Election Cycle: _____

Deadline: _____

Items or Task (<i>cite legal reference where appropriate</i>)	Complete (Initials & Date)
Column and page breaks fall in appropriate locations	
The title and text of ballot measures is correct (matches the master list). (<i>ballot measure resolution</i>)	
The text of ballot measures contains no text wrapping problems, cut and paste errors, inadvertent line breaks, or truncated text. (<i>ballot measure resolution</i>)	
Verify ballot questions/measures are properly formatted. (<i>local policy/state law</i>)	
Verify that only appropriate contests are listed on the appropriate ballot type.	
Correct precinct and ballot style displayed (matches the EMS Ballot Style List).	
Verify ballot style and precinct information is located in the desired location and properly formatted. (<i>local policy</i>)	
Verify all checks have been made in each required language. (<i>translated source</i>)	
Verify the overall appearance, format, and usability is satisfactory. (<i>local policy</i>)	

Notes:

Approved By: _____ **Date:** _____