| Verifying Accurate Master Ballot Data                          |                               |
|--|-------------------------------|
| Election Cycle:  Deadline:                                     |                               |
| Items or Task (cite legal reference where appropriate)         | Complete<br>(Initials & Date) |
| Name and type of election (e.g. Adams County Primary Election) |                               |
| Date of Election   |                               |
| County name  |                               |
| All contests are listed and only appear once                   |                               |
| Contest names  |                               |
| Terms of office  |                               |
| "Vote For" number  |                               |
| Title and text and assigned number for ballot measures         |                               |
| Translations in each required language for ballot measure text |                               |
| Political parties represented (if applicable)                  |                               |
| Notes:   |                               |
| Approved By: Date:   |                               |

Ballot Proofing Guide