Polling Place Checklist

Supplies:
- Poll List
- Supplemental (Election Day) Voter List (EB-107)
- Proper Ballots
- Ballot Boxes
- Pencil or proper marker in each voting booth
- Ballot bags with Ballot Container Certificate (EB-101) affixed
- Envelope (brown) for rejected absentee ballots with Certificate (EB-102) affixed
- Envelope (white) for Used Certificate Envelopes of Absentee Electors with certificate (EB-103) affixed
- Inspectors’ Statement (EB-104)
- General Purpose Tally Sheet (EB-105)
- General Purpose Canvass Report (EB-106)
- Envelope for Provisional Ballots (EB-108) & Provisional Ballot Certification Envelopes (EB-123)
- Provisional Voting Information Sheet
- Supplemental Absentee Ballot Log (EB-124)
- FOR PRESIDENTIAL ELECTIONS, Application of New Wisconsin Resident for Presidential Ballot (EB-141)
- FOR PRESIDENTIAL ELECTIONS, Authorization to Cancel Registration (EB-139)

Posted Notices:
- Type B Information to Electors
- Type C Notice of Referendum
- Two samples of each ballot type
- Election Fraud Notice (EB-111)
- FOR PARTISAN PRIMARY, where paper ballots are used, Notice of Crossover Voting (EB-112)
- FOR PARTISAN PRIMARY, where electronic voting equipment and voting machines are used, Notice of Crossover Voting (EB-112m)
- Voter Qualification Poster (EB-115)
- Instructions for Mail-in Registrants and First-Time Voters (EB-116)
- General Information on Voting Rights Under Federal Laws (EB-117)
- Contact Information (EB-118)
- Ward Map and Street Directory

Location:
- Display American Flag
- One entrance accessible to persons in wheelchairs
- Verify seals and serial numbers on accessible voting equipment.
- At least one voting booth for every 200 electors who voted in the last general election.
- Voting equipment counters set at ‘0’
- Area designated for observers
- Table inside door for poll list (enough room for 2 election inspectors)
- Separate area for voters to register at the polling place
- Verify seals and serial numbers on electronic voting equipment