

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** August 19, 2016

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Elections Commission Administrator  
Wisconsin Elections Commission

Jodi Kitts  
WisVote Elections Specialist

**SUBJECT:** WisVote Checklist I for the 2016 General Election

WisVote Checklist I for the November 8, 2016 General Election is now available. The Checklist contains pre-election tasks.

Please review the document carefully and thoroughly. This is the best source of information regarding WisVote related election cycle tasks and information. This checklist includes information and guidance on the following items:

- Review of Polling Place Locations
- Set up and/or Review the Election Plan for this election
- Review contests created by WisVote and adding Referenda contests
- Entering, approving and denying candidates in the 2016 General Election
- Tracking absentee ballots
- Entering open and late period voter registrations
- Printing Poll Books

Given that the General Election is the highest profile election in the four-year cycle, we appreciate that clerks have adjusted to WisVote and continue to provide feedback. We realize it has taken some effort and we will continue to make improvements based on your input. Both the WisVote system and all of the local election officials that use WisVote have come a long way this year; we appreciate all of your work, cooperation and patience.