

State of Wisconsin \ Government Accountability Board

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DATE: May 13, 2016

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

FROM: Michael Haas
Elections Division Administrator
Government Accountability Board

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SUBJECT: WisVote Checklist I for the 2016 Partisan Primary Election

WisVote Checklist I for the August 9, 2016 Partisan Primary 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 candidates under the General Election for the Primary
- Tracking absentee ballots
- Entering open and late period voter registrations
- Printing Poll Books