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DATE: January 6, 2017

TO: Wisconsin Municipal Clerks
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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 2017 Spring Primary Election

WisVote Checklist I for the February 21, 2017 Spring Primary Election is now available. The Checklist contains pre-election tasks.

Please review the document carefully and thoroughly. Some tasks will be performed under the 2017 Spring Election and others will be performed under the 2017 Spring Primary. It is important to do the correct tasks under the correct elections in WisVote. This checklist is the best source of information regarding WisVote related election cycle tasks and information. Checklist I includes information and guidance on the following pre-election tasks:

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