



SVRS Election Checklist I 2010 Spring Election

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below. Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://elections.wi.gov> SVRS Project > Documents and Materials > SVRS Application Training Participant Guide, version 9/1/2009 (Referenced Section)

Steps 1 – 3 have been performed by the Government Accountability Board – Elections Division.

Steps 4-5 are performed by each county by the end of the day, Monday, March 8, 2010.

- Step 4: Counties inherit the 2010 Spring Election created by the State. (*Election Set-Up: Page 10*)
- Step 5: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (*Election Set-Up: Page 14*)

Steps 6-7 are performed no later than Friday, March 12, 2010 by the counties.

Note: The GAB checked Milestone #3 at the state level, March 2, 2010.

- Step 6: Counties set up offices (*Districts and Offices: Page 11*), contests (*Election Set-Up: Pages 15-17*) and candidates for county elections (*Election Set-Up: Pages 19-20*), which include any school board referenda. (*Election Set-Up: Page 17*)
- Step 7: Counties set Milestone #3 for the 2010 Spring Election before but no later than March 12, 2010 (*Election Set-Up: Page 22*) Immediately notify Self-Providers that Milestone #3 has been checked at the county level.

Steps 8-10 can be done before Step 7 is completed. All steps performed no later than Tuesday, March 16, 2010.

- Step 8: Self-Providers and Providers for their Relier(s) set up all polling place locations) and Polling Place Assignment Plans (PPAPs), if not already set up. (*Polling Place: Page 2 and Election Set-Up: Page 5*)
- Step 9: Self-Providers and Providers for their Relier(s) inherit the 2010 Spring Election created by GAB and inherited by the county. (*Election Set-Up: Page 10*) Assign the PPAP to this election (if created), or a polling place location if a PPAP was not selected. (*Election Set-Up: Page 10*) In addition, remember to assign a Reporting Unit Plan. (*Election Set Up: Page 8*)
- Step 10: Self-Providers and Providers for their Relier(s) set up offices (*Districts and Offices: Page 11*), contests (*Election Set-Up: Pages 15-17*), including local referenda (*Election Set-Up: Page 17*), and candidates. (*Election Set-Up: Pages 19-20*)
- Step 11: Self-Providers and Providers for their Relier(s) set Milestone #3 for the election no later than March 16, 2010. Do not complete this step until receiving notice that the county has completed Step 7. (*Election Set-Up: Page 22*)
- Step 12: Self-Providers and Providers for their Relier(s) generate Ballot Styles. (*Election Set-Up: Page 23*)
- Step 13: Self-Providers or Providers for their Relier(s) set Milestone #4 for the election. (*Election Set-Up: Page 24*)
- Step 14: Self-Providers and Providers for the Relier(s) issue Absentee Ballots. Using SVRS to produce absentee ballot labels is optional at this time. If you have not attended formal absentee ballot process training, it is strongly recommended SVRS is not used for the absentee ballots for this election. If you do use SVRS labels, it is important to note that the Absentee Applications must be processed and ballot styles generated before Absentee Ballots are issued.

Coming Soon

- March 17: Last day for registration outside of the clerk's office by 5pm
- March 24: Recommended first day of poll book printing.
- April 7 – May 7: Post Election and Close-out Tasks.