

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV



COMMISSIONERS

DEAN KNUDSON, CHAIR
BEVERLY R. GILL
JULIE M. GLANCEY
ANN S. JACOBS
JODI JENSEN
MARK L. THOMSEN

INTERIM ADMINISTRATOR MEAGAN WOLFE

DATE: February 28, 2019

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

FROM: Meagan Wolfe
Interim Administrator

Jodi Kitts
WisVote Elections Specialist

SUBJECT: WisVote Checklist I for the 2019 Spring Election

WisVote Checklist I for the April 2, 2019 Spring 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
- Review of the Spring Election (Odd) Election Plan for this election
- Review contests that were automatically created by WisVote and adding Referenda contests
- Entering candidates or marking candidates as denied, if you had a primary
- Tracking absentee ballots
- Entering open and late period voter registrations
- Performing data quality work, such as Address data quality and Registration List Alerts review
- Printing Poll Books