

WISCONSIN ELECTIONS COMMISSION

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DATE: June 15, 2018

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 2018 Partisan Primary Election

WisVote Checklist I for the August 14, 2018 Partisan Primary 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 that were automatically created by WisVote and adding Referenda contests
- Entering candidates
- 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