Early Voting Manager – A.M. START UP EV Site

START: ___ END: ___ ELECTION DATE ___ / ___ /20___

☐ Presidential Preference Primary ☐ Primary ☐ General

☐ Special ________________________________

MUNICIPAL SUPER TUESDAY
(Select appropriate election below)

☐ Callaway ☐ Lynn Haven ☐ Mexico Beach ☐ Panama City
  ☐ Ward 1 ☐ Ward 2 ☐ Ward 3 ☐ Ward 4

☐ Panama City Beach ☐ Parker ☐ Springfield

<table>
<thead>
<tr>
<th>Manager Reads - Assistant Manager Completes</th>
<th>Manager Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Instruct everyone that electronic devices (Cell Phones, Tablets, others…) are not to be used in the polling place room. Only during breaks in break area.</td>
<td></td>
</tr>
<tr>
<td>2. Break small GREEN Plastic Seal on bottom of BLUE Security Cart Compartment Door. (Hold onto Seal until directed to place in Storage)</td>
<td>Record #</td>
</tr>
<tr>
<td>3. Manager give Keys to Assistant Manager.</td>
<td></td>
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<tr>
<td>4. Direct Assistant Manager to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key.</td>
<td></td>
</tr>
<tr>
<td>6. Manager will open EV Procedures Manual and follow steps to open this site.</td>
<td></td>
</tr>
<tr>
<td>7. This sheet is now complete, place this sheet and start up bag in Top Pouch on inside BLUE Security Cart Compartment Door.</td>
<td></td>
</tr>
</tbody>
</table>
1. I have received a Handled Ziploc Bag with Early Voting Start Up enclosed.

2. I have received a list of Election Workers for my site.

3. I understand how to deal with a jammed ballot.

4. I understand how to change VCS Printer Paper Roll.

5. I understand that I must leave the polling place no later than 1 Hour after closing (Unless a line exists at closing causing the time for last voter to cast ballot to be affected.)

6. I was issued Equipment Keys:
   - (1) Black Barrel Key DS 200 Unit/ExpressVote Unit
   - (1) Gold Key/ Security Cage
   - (1) Yellow Key Ballot Counting System
   - (1) Blue Key - Blue Security Cart

7. I was issued a Polling Place Key or Security Code

8. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued).

9. I understand Florida law prohibits solicitation within 150 feet of the entrance to a polling place or a polling room.

10. You Must Call Phone Bank 850-248-8650 before you allow any EXIT polling inside 150 feet (F.S 102.031(4)(a))
    - Stating a Candidate’s Name or Issue is NOT allowed.
    Allowed: “Who did you vote for?”   NOT Allowed: “Did you vote for Candidate’s Name?”

11. I was issued DS-DE 125 Designation of Poll Watchers    (N/A if not applicable)

12. I was issued Special Notices or Instruction from SOE    (N/A if not applicable)

13. **SOE STAFF – Pre-Election Pickup Confirmation** logged into CallTrack (This page stays at SOE office)