



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

the Handbook

Chapter 10

Election Day Prep

August 2025

10. ELECTION DAY PREP	3
10.1 CHAPTER OVERVIEW	3
10.2 ANNUAL ELECTION DAY PREP	4
10.2.1 SCHEDULE ACCESS TO POLLING PLACES	4
10.2.2 OFFICER OF ELECTION TRAINING SCHEDULE AND FACILITY RESERVATIONS	4
10.3 SIX MONTHS TO ELECTION DAY	5
10.4 120 DAYS TO ELECTION DAY	5
10.4.1 NOTIFY OFFICERS OF ELECTION AND SCHEDULE TRAINING SESSIONS	5
10.4.2 NOTIFY ELECTIONS SUPPORT FACILITIES OF ELECTION SCHEDULE.....	5
10.5 90 - 60 DAYS TO ELECTION DAY	5
10.6 45 DAYS TO ELECTION DAY	8
10.7 30 DAYS TO ELECTION DAY	9
10.8 20 DAYS TO ELECTION DAY	14
10.9 15 DAYS TO ELECTION DAY	14
10.10 10 DAYS TO ELECTION DAY	15
10.11 3 DAYS TO ELECTION DAY	15
10.12 2 DAYS TO ELECTION DAY	15
10.13 MONDAY BEFORE ELECTION DAY	16
10.14 TUESDAY ELECTION DAY	16
10.15 WEDNESDAY (ELECTION DAY + 1)	17
10.16 THURSDAY (ELECTION DAY +2)	17
10.17 FRIDAY [MONDAY IN CASE OF HOLIDAY] (ELECTION DAY +3)	18
10.18 SATURDAY (ELECTION DAY +4).....	19
10.19 MONDAY THROUGH FRIDAY (ELECTION DAY +6 THROUGH 10)	19
10.20 MONDAY (ELECTION DAY +13).....	20
10.21 ELECTION DAY + 30	21
10.22 POST-ELECTION	21

10. ELECTION DAY PREP

REQUIRED FORMS ELECT-15512-HAVA Complaint Form ELECT-604 Prohibited Area and Activities Poster ELECT-613 Explanation of Political Party Abbreviations Sign and Instructions ELECT-643B – Attention All Voters Acceptable ID Poster ELECT-649.1 – Curbside Voting Sign HAVA-2 – Voting Information Poster (Federal Election Only) HAVA-4 – Voting Rights and Responsibilities Officer of Election Training Standards published by the State Board of Elections	ADDITIONAL RESOURCES Ballot Oath templates ELECT-538.1P-Notice-of-Primary-Cancellation-Poster- ELECT-538.1AB-Notice-of-Primary-Cancellation-AB-Slips- ELECT-612.1P Notice of Withdrawal Poster Template ELECT-612.1AB Notice of Withdrawal AB Slips Template Election Materials Order Form Statement of Results (SOR) Write-ins Certification
REFERENCE 5-Year Schedule of General Elections Deadlines Calendar Forms Warehouse Virginia Department of Elections Website	REGULATIONS 1VAC20-20-80. Complaints. 1VAC20-40-70. Applications for voter registration; affirmation of united states citizenship. 1VAC20-60-30. Electronic devices in polling place. 1VAC20-60-40. When ballot cast.

10.1 CHAPTER OVERVIEW

This chapter provides a series of election day checklists. §10.2 suggests steps that should be taken annually when considering upcoming deadlines for known elections, including scheduling access to polling places and annual officer of election training. §§10.3-10.13 outline pertinent deadlines and provide suggestions for preparing for each election gradually, over the course of six months. §§10.14-10.19 cover election day and a high-level overview of the subsequent election-related tasks the general registrar and local electoral board must ensure are complete.

We recommend that general registrars prepare an election checklist suited to their locality and its unique needs using the information contained in this chapter. This may require an adjustment to the timeline and additional details based on the type of election, equipment used to record ballots, and the type of pollbooks used to qualify voters at the polls. Be sure to read the chapters on Canvass (Chapter 14) and Provisional Ballots (Chapter 13), which contain essential post-election processes that should be considered when preparing for an election.

In the Commonwealth, we conduct statewide elections every November, have the possibility of primary elections each June, Presidential primary elections every four years in March, and a special election could be called nearly any time of year. As such, planning for the known elections can allow you more time to address unexpected elections.



10.2 ANNUAL ELECTION DAY PREP

10.2.1 Schedule Access to Polling Places

- Ask well in advance of the election that an election representative be added to the school district's "calendar committee" to have direct input into the school schedule.
- Notify polling place facility managers of all possible dates for all scheduled elections based on the 5-year Schedule of General Elections which is available on the [Department of Elections' website](#) (ELECT).
- Notify polling place facility managers when it is known that a primary election will or will not be held.
- Notify polling place facility managers of upcoming special elections as soon as the date is known.
- Schedule meeting facilities for the canvasses that year: "Written directions to the location of any room other than the clerk's or general registrar's office where the board will meet shall be posted" before the canvass begins.¹



You cannot change a polling place or precinct within 60 days before a GENERAL election. At this point in the pre-election timeline, please make sure all polling places are accessible, usable, and ready for an election. If an emergency occurs, you may ask the Department of Elections to approve the emergency and an alternative polling place by submit an Emergency Polling Place Change ticket in the System Support Portal in JIRA.

10.2.2 Officer of Election Training Schedule and Facility Reservations

You must establish a training schedule compliant with the State Board of Elections [training standards](#).² Each officer of election must complete training using training materials developed by ELECT and approved by the State Board of Elections and located on the [Department of Elections website](#).³ **Officers of election must complete one of these trainings before serving in their first election.**⁴ This requirement applies to **each term** for which the officer of election is appointed.⁵ Make reservations for training facilities in advance to ensure their availability.

Election laws change annually, and Virginia requires that each officer of election shall receive additional training or instruction whenever changes to election procedures are made to the Code or to regulations that alter the duties or conduct of the officers of election.⁶

¹ See §24.2-671.

² See §§24.2-103 and 24.2-115.

³ See §24.2-103.

⁴ See §24.2-115.2(A).

⁵ *Id.*

⁶ See §24.2-115.2(B).

10.3 SIX MONTHS TO ELECTION DAY

- Review polling place ADA accessibility. Make site visits to identify any changes needed to ensure compliance and to confirm any changes made since the last time the facility was used do not negatively impact ongoing suitability.⁷
- Review quantities of absentee ballot by mail supplies against permanent absentee voter numbers and the projected absentee by mail voter turnout. Review in-stock quantities and each form revision date against ELECT's Forms Warehouse under Absentee Voting or against communications from ELECT on pending form updates. Reorder quantities as needed. If possible, order an envelope with a peel sealer mechanism to avoid gum seals closing prematurely with summer or fall humidity.
- If applicable, review quantity of blank ballot on demand (BOD) paper stock. Reorder paper as needed.

10.4 120 DAYS TO ELECTION DAY

10.4.1 Notify Officers of Election and Schedule Training Sessions

Give the election officers ample advance notice to ensure attendance at the necessary training. The training for these officers must either use the materials created by ELECT and approved State Board of Elections (SBE) or the online training course available on the [Department of Elections website](#). The Training Standards of the State Board of Elections are in the [Forms Warehouse](#).

10.4.2 Notify Local Elections Support Resources of Election Schedule

- Notify security departments, warehouse supervisors, school superintendents, principals, custodians, and other building managers of increased activity at locations where election preparations are performed.
- Establish election support and security procedures with police/sheriff/emergency/IT departments.
- Verify that the space used for the canvass meeting will be available.

10.5 90 - 60 DAYS TO ELECTION DAY

- Prepare a folder specific to the upcoming election. This folder will be used to deposit forms and other information particular to that election. If you are using a paper folder, print out a copy of your checklist and attach it to the inside of your election folder.
- Review current versions of all election day forms, signs, envelopes, and materials.
Order enough of the above materials in accordance with ELECT's instructions via the [Election Materials Order Form](#).
- Reproduce all election day instructions and forms in sufficient quantities.

⁷ See [Accessibility](#) section of FormsWarehouse.



Exclusive to a Primary Election: Upon receipt, post a copy of ELECT's notice calling for election on the official website of the county or city, at not less than 10 public places in the county or city, or have the notice published at least once in a newspaper of general circulation in the county or city.⁸

- Once all local offices, candidates, and issues are determined, verify all are correct and complete in VERIS. Stay updated on instructions from ELECT on candidate filing timelines and procedures.
- Upon receipt of ballot proofing instructions from ELECT, design (or coordinate with your vendor to design) the ballots. Review the layout and format with your vendor according to the SBE Ballot Standards and submit a waiver request if specifics cannot be met.⁹
- Submit ballot proofs to the Department of Elections for approval.¹⁰

Designate one person to be continuously present in the room in which the ballots are printed from the start to the end of the work and ensure printer strictly complies with the undertakings in the printer's statement.¹¹

- Submit ballot order to your printer or vendor.
- Acquire the vendor's\printer's statement that they will only print the number of ballots requested and that all imperfect ballots will be destroyed. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-616 Oath, Statement of Printer.¹² Ballot oaths can be found in [Forms Warehouse](#).

Acquire the designated representative's signed statement that all ballots were printed, packaged, and shipped to the general registrar. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-617 Oath, Statement of Electoral Board Representative.¹³

- Acquire the signed statement that either a member of the electoral board, general registrar, or some other person designated by the electoral board or general registrar, ensured that the electoral board seal was affixed to the back of each official ballot\official ballot electronic file. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-619 Oath, Statement of Representative Who Witnessed the Affixing of Ballots.¹⁴
- Complete form ELECT-618(2) "Certificate of Number of Ballots Received from Printer" and file with the minutes of the Board.¹⁵
- Complete all [pre-election](#) surveys sent by ELECT.
 - Provide notice of voting systems testing (logic and accuracy testing or L&A) "(I) to the chairman of the local committee of each political party, or (ii) in a primary election, to the

⁸ See §24.2-517.

⁹ See SBE Ballot Standards and Ballot Standards Waiver Request on [FormsWarehouse](#)

¹⁰ See §24.2-612.

¹¹ See §24.2-617.

¹² See §24.2-616.

¹³ See ELECT-617, FormsWarehouse, [Election Management](#).

¹⁴ See §24.2-619.

¹⁵ See §24.2-618.



chairman of the local committee of the [...] party holding the primary, or (iii) in a city or town council election in which no candidate is a party nominee [...], to the candidates.”¹⁶

- Conduct L&A testing of (i) voting systems, including ADA accessible voting systems, (ii) if applicable, electronic pollbooks (EPBs), and, (iii) if applicable, ballot on demand (BOD) printers used during early voting.¹⁷
- Complete the ELECT-633 AB/EV L&A Testing Certification Survey upon request by ELECT for each type of equipment.¹⁸
- If Election Day voting systems were tested at the same time as the early voting systems, complete the Certification Survey for that equipment as well.
- Lock and seal the voting systems dedicated for early voting.¹⁹
- If not using a ballot on demand (BOD) system, prepare ballots for voting so that they are available for voting forty-five (45) days before any election.²⁰
- Prepare sample ballots (be sure to review [§24.2-622](#)).²¹
- Distribute sample ballots.

If Election Day voting systems and EPBs were not tested at the same time as the early voting systems, set a date to conduct the final logic and accuracy test required for each as applicable

- Seal the counting equipment for the election after testing.²²
- Publish notice of absentee voting days and hours.
- Conduct a refresher meeting with staff covering procedures for the upcoming election.²³
- Submit work orders for distribution and return of polling place equipment and materials.
- Establish pre-Election Day staffing for the following duties:
 - Final polling place material preparations and distribution plans.
 - Electronic pollbook data management and testing.

Sunday or Monday pollbook and supply pickup.

- Polling place equipment distribution.
- Saturday absentee voting support;²⁴
 - 2 Saturdays before all elections.
- If applicable, Sunday absentee voting support.²⁵

¹⁶ See [§24.2-633](#).

¹⁷ See §§[24.2-632](#), [24.2-633](#), and [1VAC20-60-70](#).

¹⁸ See ELECT, FormsWarehouse, [Formsite Links](#).

¹⁹ See [§24.2-634](#).

²⁰ *Id.*

²¹ See [§24.2-622](#) for details on preparing sample ballots.

²² See [§24.2-634](#).

²³ *Id.*

²⁴ See [§24.2-701.1](#).

²⁵ *Id.*



- Establish Election Day staffing for the following duties:
 - Polling place opening and reporting support.
 - Machine techs
 - Polling place operating support.
 - Machine techs
 - Electronic pollbook techs
 - Reliefs
 - Rovers
 - Results reporting.
 - Polling place closing support.
- Establish post-Election Day staffing for the following duties:
 - Material transfer between clerk of circuit court and canvass site.
 - Clerical and communication support for canvass.
 - Canvass procedures and documentation.

Polling place equipment and supply pickup.

- CAP and provisional ballots reporting in Enhanced Results.
 - SDR voter registration processing.
 - Provisional ballot research.
 - Risk Limiting Audit (RLA) preparation.
 - Start charging electronic pollbooks and voting machines.
 - Ensure that you have a sufficient supply of “I Voted” stickers. If you do not, order enough for the upcoming election.
- Determine staffing needs for processing both online and paper voter registration applications and online and paper absentee applications
- Establish a procedure for managing the increased flow of electronic and paper applications.

10.6 45 DAYS TO ELECTION DAY

- **Begin absentee voting for all elections.²⁶ Please see Part One, Two, and Four of Chapter 7 Absentee Voting for more information.**

Complete the [AB Compliance](#)/Ballots Being Ordered survey certifying absentee voting readiness and indicating number of ballots ordered upon request by ELECT.

²⁶ See [§24.2-612](#).



If Election Day voting equipment was not tested at the same time as the early voting ones, conduct logic and accuracy testing of voting systems and EPBs used during pre-processing and Election Day.²⁷

If not submitted previously, complete the ELECT-633 L&A Testing Certification Survey upon request by ELECT.

- Lock and seal voting systems for pre-processing and Election Day.²⁸
- Be prepared for inclement weather that may affect the early voting process.²⁹

Ensure any polling place change notices have been mailed to the affected voters before the 30-day deadline.³⁰

- Be prepared for potential candidate withdrawals: candidates can withdraw at any time. If voting has already begun there are some considerations local offices should take to ensure voters are aware.
- Candidates may, but are not required to, use the [ELECT-612.2 Candidate Withdrawal Form](#).
 - Depending on how close Election Day is, localities may need to send [ELECT-612.1AB – Notice of Withdrawal AB Slips](#) with all absentee ballots and post [ELECT-612.1P – Notice of Withdrawal Posters](#) at all early voting locations and Election Day polling locations. Coordinate with ELECT on next steps in this scenario.
 - **For Primary Elections Only:** A qualified candidate for a primary election may submit *on or after* the 44th day before, but *prior to* the immediate Tuesday before the primary election, notice of intent to withdraw.³¹ Such notice must be signed and notarized. If such notice is received within the timeframe stated above and only one candidate remains the primary election may be cancelled. **Please see section 2.5.5.1 of Chapter 2 Local Electoral Boards for more information.**
 - In addition to the 612.1AB and 612.1P slips, localities will need to send [ELECT-538.1AB – Notice of Primary Cancellation AB Slips](#) with all absentee ballots and post [ELECT-538.1P – Notice of Primary Cancellation Posters](#) at all early voting locations and Election Day polling locations.
 -

10.7 30 DAYS TO ELECTION DAY

- Review in the [Learning Management System \(LMS\)](#) items included in the Election Night and Post-Election Process Official ELECT Advisory upon notice by ELECT that it is ready.
- Review in the [Learning Management System \(LMS\)](#) Enhanced Results Training Materials and begin testing in Enhanced Results upon notice by ELECT it is ready.
- Attend any Enhanced Results Training online webinars put on by ELECT.
- Complete the [Election Setup Verification Survey](#) upon request by ELECT.

²⁷ See §§[24.2-632](#), [24.2-633](#), and [1VAC20-60-70](#).

²⁸ See §[24.2-634](#).

²⁹ Chapter 3 Precincts and Polling Places and Chapter 11 Election Day Manual discuss emergency preparedness for polling places and some procedures for emergencies. FormsWarehouse also has a section on [Emergency Procedures](#). See also ELECT Official Advisory 2024-01-18 Early Voting, Absentee Voting, and Inclement Weather.

³⁰ See §[24.2-306](#).

³¹ See §[24.2-538.1](#).



- Mail to all affected registered voters notices of adopted changes to election district, town, precinct, or polling place other than the office of the general registrars.³²
- Verify polling place communications.

Set aside voided copy of ballot(s) to be sent to ELECT with the certified abstracts after canvass.³³

- Update Election Day emergency contact numbers.
- Prepare polling place materials:
 - Code of Virginia, [Title 24.2 Virginia Election Law](#)
 - Forms:
 - Emergency paper pollbook (used if EPBs fail)³⁴
 - Electronic pollbook summary screen sheet (if electronic pollbooks used)
 - Statement of Results³⁵
 - Printed Return Sheet³⁶
 - Write-In Certification for each set of the Statement of Results³⁷
 - Officer of Election Oaths³⁸
 - Officer of Election Suggestion
 - Officer of Election Interest
 - Grievance complaint form³⁹



Regulation Note

1VAC20-20-80: Complaints. Anyone may make an informal complaint either by telephone or electronically (20-20-80(A)). It is the locality's responsibility to respond to these complaints, but the locality may request assistance from the Board as needed (20-20-80(A)). The Board must provide the forms from the Help America Vote Act of 2002 to allow people to make formal requests (20-20-80(B)). These formal complaints require review and a response from the Commissioner or Deputy Commissioner, who may contact the locality to gather more information (20-20-80(B)). If the submitted complaint does not meet the requirements of a formal complaint, it may be responded to informally by the appropriate staff (20-20-80(B)).

³² See [§24.2-306](#).

³³ The general registrar shall send to the Department of Elections a statement of the number of ballots ordered to be printed, proofs of each printed ballot for verification, and copies of each final ballot. See Code of Virginia [§24.2-612](#).

³⁴ See [§24.2-611](#).

³⁵ See [Statement of Results](#)

³⁶ See [ELECT-658](#).

³⁷ See [Statement of Results \(SOR\) Write-ins Certification](#).

³⁸ See [Oath or Affirmation for Officers of Election SBE-120.docx](#).

³⁹ See Voter Complaint Form [ELECT-11512](#); see also Virginia Admin. Code [1VAC20-20-80](#).

- Affirmation of Eligibility⁴⁰
- Machine tracking sheets
- Ballot Record Report⁴¹
- ID Confirmation Statement⁴²
- Voter Name Mistake Report
- Voter Registration Application⁴³
- Provisional Ballot Envelope⁴⁴
- Provisional Ballot Log⁴⁵
- Provisional Voter Notice⁴⁶
- Provisional Voter Notice – Identification⁴⁷
- Voter Registration Cancellation Request
- Notification of Death⁴⁸
- Request for Assistance⁴⁹
- Incident Report⁵⁰
- Overvote Notice
- Payroll
- Receipt for absentee ballot delivery
- Sample ballots
- Results-tracking Call-in Sheets
- Envelopes and Labels.⁵¹
 - Envelope 1A – Provisional ballots⁵²
 - Envelope 1B – After-hours provisional ballots, used only if instructed.
 - Envelope 2 or 2B – Oaths, Pollbooks, Statements of Results, etc.⁵³

⁴⁰ See [Affirmation of Eligibility](#).

⁴¹ See [Ballot Record Report, Non-Federal](#); [Ballot Record Report, Federal](#)

⁴² See [ELECT-643ID – ID Confirmation Statement](#).

⁴³ See [Voter Registration Application](#).

⁴⁴ See [Provisional-Envelope---Rev-2023.pdf \(virginia.gov\)](#)

⁴⁵ See [ProvisionalBallotLogRev08.23.pdf \(virginia.gov\)](#)

⁴⁶ See [ELECT-653B-Provisional-Voter-Notice_Rev-8-2023.doc \(live.com\)](#)

⁴⁷ See [ELECT-643Pr Provisional Voter Notice - Identification](#).

⁴⁸ See [ELECT-427B](#).

⁴⁹ See [Request for Assistance](#).

⁵⁰ See [Incident Report](#).

⁵¹ See [Checklist Certification of Materials Used in Elections, ELECT-659-668](#).

⁵² See [Officer certification to reuse empty provisional votes envelope 1A](#).

⁵³ See [Envelope 2](#).



- Envelope 2A – Yellow printed return sheet⁵⁴
- Label 3 – Counted ballots⁵⁵
- Envelope 3A – overfull optical scan ballot container⁵⁶
- Envelope 4 – Spoiled and void ballots⁵⁷
- Envelope 5 – Unused absentee ballots, rejected/unopened/empty absentee envelopes⁵⁸
- Envelope 6 – Unused ballots⁵⁹
- Envelope 7 – Voting equipment keys, data storage units, machine seals⁶⁰
- Federal Elections ONLY – Envelope 7FED – copy of data storage unit(s).⁶¹
- Envelope 8 – Completed paperwork⁶²
- Envelope 9 – Virginia Election Law book(s) (optional)
- Envelope 10 – Officer of Election buttons/name badges
- Envelope 11 – 4th set of optical scanner result tapes for HAND delivery to GR office (if used)
- Envelope 12 – duplicate and name mistakes list, notification of death of registered voter (optional)
- Inside Signs:
 - Attention All Voters/Acceptable ID⁶³
 - Voter Process to Check In and Vote⁶⁴
 - No Smoking⁶⁵
 - How to Vote (based on equipment used)
 - Sample ballot
 - Prohibited Area and Activities⁶⁶
 - Explanation of Political Party Abbreviations⁶⁷

⁵⁴ See [Envelope 2A](#).

⁵⁵ See [Envelope 3](#).

⁵⁶ See [Envelope 3A](#). See also [IVAC-20-60-50](#).

⁵⁷ See [Envelope 4](#).

⁵⁸ See [Envelope 5](#).

⁵⁹ See [Officer certification for Unused Envelopes](#).

⁶⁰ See [Envelope 7](#).

⁶¹ See [Envelope 7FED](#).

⁶² See [Label Envelope 8](#).

⁶³ See Attention All Voters (Acceptable ID) ([ELECT 643B](#)).

⁶⁴ See [Voter Check In Process Poster](#).

⁶⁵ See [No Smoking Sign](#).

⁶⁶ See §§[24.2-604\(B\)](#) and [24.2-607](#).

⁶⁷ See Explanation of Political Party Abbreviations ([ELECT-613](#)).

- Voter Rights and Responsibilities⁶⁸
- Voting Information (HAVA-2)
- Voter ID Requirements (HAVA-3)



Regulation Note

1VAC20-60-30: Electronic Devices in Polling Places. Regulation 20-60-30(A) states that individuals may use and bring electronic devices inside the polling place; party candidates and representatives, however, are prohibited from taking photos or videos within the polling place. Officers of election are authorized to monitor and restrict use of electronic devices inside the polling place if an individual's use hinders or delays the voting process, or if this device is being used to influence, intimidate, or solicit another individual's vote (20-60-30(B)). Those found violating 20-60-30 may be asked to stop using their electronic device, to use their electronic device outside the polling place only, or to leave the polling place entirely (20-60-30(B)). However, a voter may not be removed from the polling place for use of an electronic device until after their ballot is cast (20-60-30(C)). Any determination an officer of election makes as to the use of electronic devices in polling places is subject to immediate appeal to the local electoral board (20-60-30(D)). **Electoral boards are also forbidden from enacting any policy that categorically denies use of electronic devices in polling places (20-60-30(E)).**

Additionally, pursuant to [OAG Opinion 16-038](#), voters may take a picture of their ballot; however, they must not communicate with others outside the polling place, i.e. stream on social media, reveal another voter's ballot, or otherwise disrupt the election process.

- Outside Signs:
 - Vote Here
 - Accessible Door Access
 - Accessible Parking
 - Curbside Voting with Instructions
 - Voter Parking
 - Polling Place
 - Polling Place with Arrow
 - No Campaigning Beyond This Point
 - Precinct Name

⁶⁸ See [Voter Rights and Responsibilities](#).



- **Support Materials:** sealed voting machine key envelopes,⁶⁹ packing tape, masking tape, painter's tape, calculators, pens, pencils, ballot marking pens, paper clips, note paper, stapler and staples, rulers, scissors, tape measure, precinct maps, voter permits/access cards, numbered envelopes, labels, lanterns, umbrellas, uninterruptable power supplies, flashlights, sidewalk chalk, 40-foot marker lines, extension cords, surge protectors, band-aids, first aid kits, clip boards, magnifying sheets, pencil sharpeners, permanent markers, scotch tape and dispenser, rubber bands, rulers, wire cutters, hand sanitizer, "I Voted" stickers, banker's boxes.
- Prepare Election Day Guide for non-CAP precincts, Election Day Guide for CAP, and What Ifs for use in the election.⁷⁰
- Prepare items that will be needed for the canvass:
 - Checklist of items to be retained by the registrar.
 - Provisional vote log to be used by the Electoral Board if provisional votes are counted.
 - Tally sheet for the Electoral Board to tally provisional votes that are counted.

10.8 20 DAYS TO ELECTION DAY

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairs about programming of voting machines, if not done earlier.⁷¹
- Send notice to warehouse custodians regarding the programming/transport of equipment.⁷²
- Power up electronic pollbooks to verify that they are functioning properly.
 - Charge the batteries.
 - Download initial pollbook data file(s) produced by ELECT from VERIS. Verify that the data is complete and accurate.
 - Build initial electronic pollbook election file. Verify accuracy.
- Continue testing in Enhanced Results and attending any training online webinars.
- Prepare and publish public notice of final registration day at least 10 days before the close of books. This notice must include "the date, hours, and locations for registration."⁷³

10.9 15 DAYS TO ELECTION DAY

- Prepare results tally sheets.
- Provide copies of tally sheets to personnel assisting with reporting results. Ensure personnel who may assist with entering results into Enhanced Results have access to and complete training for Enhanced Results. If they do not, submit an Enhanced Voting System Support Jira ticket for them, making sure to check the Enhanced Results check box.

⁶⁹ See §24.2-639.

⁷⁰ Click [here](#) to find these forms.

⁷¹ See §24.2-633.

⁷² See §24.2-632.

⁷³ See §§24.2-414, 24.2-415, and 24.2-416.



- Continue testing in Enhanced Results and attending any training online webinars.

10.10 10 DAYS TO ELECTION DAY

- Complete close of voter registration.⁷⁴
- Paper pollbooks (if used):
 - Verify complete.
 - Set up splits. Hand correct for additions, deletions, changes, corrections. Pollbook count forms (if paper pollbooks used)⁷⁵
- Package and seal ballots for polling places.⁷⁶
- Prepare receipts for delivery of ballots, final absentee ballots list, and other election materials.
- Post notice of the canvass.⁷⁷
- Mandatory preprocessing of absentee ballots begins on the seventh day immediately preceding an election (see Chapter 7 of GREB).⁷⁸
- Ensure a plan is in place to post notice of any polling place changes at the previous location used. (Only necessary for the first primary and general election at a new polling place).
- Continue testing in Enhanced Results and attending training online webinars.

10.11 3 DAYS TO ELECTION DAY

- Ensure all same-day registration records from early voting are entered. Conduct final checks of paper pollbooks, supplies.
- Alphabetize or sort election oath forms in order of chief pickup schedule. Conduct final in-person early voting. On the Friday or Saturday before an election, hold required preprocessing meeting.

10.12 2 DAYS TO ELECTION DAY

- Download and print Final AB List.⁷⁹
- Electoral Board signs Final AB List.⁸⁰
- Prepare AB ballots to deliver to CAP.⁸¹

⁷⁴ See §24.2-416; see also Virginia Admin. Code [1VAC20-40-70](#). See Chapter 6 Voter Registration for more information.

⁷⁵ See [ELECT-643 PBC](#).

⁷⁶ See §24.2-620.

⁷⁷ See §24.2-671.

⁷⁸ See §24.2-709.1

⁷⁹ See §24.2-710.

⁸⁰ *Id.*

⁸¹ *Id.*



- Download final pollbook data for electronic pollbooks, create distribution files, and prepare EPBs for distribution.
- Print paper pollbooks.

10.13 MONDAY BEFORE ELECTION DAY

- Chief Pollbook/Supply pickup.
- Final emergency absentee ballot voting and update precinct lists.⁸² For November general election, send certification to ELECT that training of election officials was completed.⁸³
- If not already completed and uploaded to ELECT, complete the ELECT-633L&A Testing Certification Survey as required.
- Review in the [Learning Management System \(LMS\)](#) items included in the Election Night and Post-Election Process Official ELECT Advisory.
- Review in the [Learning Management System \(LMS\)](#) Enhanced Results Training Materials and confirm you have a plan for results reporting after polls close.
- Confirm notices are posted at any previous polling places that have been changed with information on how voters may find their new polling place. Provide translations, as necessary.⁸⁴

10.14 TUESDAY ELECTION DAY

- Have a GREAT ELECTION!
- Ensure CAP officers stop preprocessing at 7:00pm and begin printing the CAP machine tapes to receive ballot totals for summary reporting in Enhanced Results. Any outstanding ABs will be part of the post-election absentee totals reported later.
- Receive election results from polling places after polls close.

Enter required results in Enhanced Results only after polls close at 7:00 p.m. Utilize the Enhanced Results use procedures checklist in the training materials
 - Summary Entry totals for Early Voting Absentee
 - Summary Entry total for Mailed Absentee
 - Detailed Results Entry totals for each precinct's Election Day
- Enter election night provisional counts in Enhanced Results on the Statistics Entry page
- Email ea@elections.virginia.gov when all election night requirements are entered in Enhanced results to receive verification from ELECT that all required entries are complete and nothing further is needed from you and your team.
- Receive election materials from chiefs after election.

⁸² See §24.2-705.

⁸³ See §24.2-115.

⁸⁴ See §24.2-306.



- Deliver (or transfer) election materials to the clerk of court in accordance with the Circuit Court Clerks Guidance memo provided in the Election Night and Post-Election Process LMS Course and in accordance with local procedures approved by the clerk of court. Alternatively, the Electoral Board may instruct the officers of election to deliver materials to the registrar's office.⁸⁵

10.15 WEDNESDAY (ELECTION DAY + 1)

- To prepare for the canvass, print out/export the data that was entered into Enhanced Results on election night. Use these print outs to compare to the data determined to be correct during the canvass.

Review in the [Learning Management System \(LMS\)](#) items included in the Election Night and Post-Election Process Official ELECT Advisory.

Review in the [Learning Management System \(LMS\)](#) Enhanced Results Training Materials, including the post-election day canvass checklist.

- Receive copies of ID documents from provisional voters who lacked ID on election day.⁸⁶
- Receive election materials from clerk of court.
- Check in returned election materials.
- Enter same-day registration (SDR) records from Election Day into VERIS. This must be completed before the SDR Duplicate Report can be run by ELECT and the provisional ballot meeting can be completed.

Begin provisional ballot meeting.

- If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the third day after the election [Friday]. If the third day is a weekend or holiday, the deadline becomes noon of the next business day [Monday]). Conduct canvass.⁸⁷

While reviewing Statements of Results, input election turnout and curbside data into Enhanced Results to help complete the canvass.

- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In "bucket" row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.

Don't process hopper until after SDR duplicate report is run by ELECT.

10.16 THURSDAY (ELECTION DAY +2)

- Receive copies of ID documents from provisional voters who lacked ID on election day.⁸⁸

⁸⁵ See §§[24.2-659](#) and [24.2-668](#).

⁸⁶ See §[24.2-653](#).

⁸⁷ See Chapter 14 Canvass.

⁸⁸ See §[24.2-653](#).



- Enter same-day registration records from Election Day into VERIS. This must be completed before the SDR Duplicate Report can be run by ELECT and the provisional ballot meeting can be completed.

Conduct provisional ballot meeting.

- If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the third day after the election [Friday]. If the third day is a weekend or holiday, the deadline becomes noon of the next business day [Monday]). Conduct canvass.⁸⁹

While reviewing Statements of Requirements, input election turnout and curbside data into Enhanced Results to help complete the canvass.

- Enter hand-counted ballots results and turnout in Enhanced Results.

If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In “bucket” row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.

Don’t process hopper until after SDR duplicate report is run by ELECT.

10.17 FRIDAY [MONDAY IN CASE OF HOLIDAY] (ELECTION DAY +3)

- Receive copies of ID documents from provisional voters who lacked ID on election day until noon.⁹⁰
- Enter same-day registration records from Election Day into VERIS. This must be completed before the SDR Duplicate Report can be run by ELECT and the provisional ballot meeting can be completed. For primaries, SDRs must be entered by Close of Business (COB) the Friday after the election, and for general elections, SDRs must be entered by COB Monday.
- Coordinate with local USPS mail contact to ensure delivery of any remaining absentee ballots in USPS possession prior to the noon deadline.
- Review returned absentee ballots for postmarks (if postmarks are added locally vs at regional processing plants, postmarks will be completed by local postmasters and may be referred to by USPS as a round mark) acceptable to be processed as post-election absentee ballots.⁹¹
- Deliver appropriate absentee ballots to the CAP officers for processing.
- Conduct canvass.⁹²

While reviewing Statements of Results, input election turnout and curbside data into Enhanced Results to help complete the canvass.

- Enter post-election results and turnout in Enhanced Results.

⁸⁹ See Chapter 14 Canvass.

⁹⁰ *Id.*

⁹¹ See §24.2-709. See Virginia Admin. Code [IVAC20-70-20](#).

⁹² See Chapter 14 Canvass.



- Enter hand-counted ballots results and turnout in Enhanced Results.

If there is a write-in winner, create a candidate in Enhanced Results and move their results out of the Write-In “bucket” row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages. If possible, make Provisional Ballot Meeting rulings on persons who lacked ID.

10.18 SATURDAY (ELECTION DAY +4)

- Review and incorporate ELECT’s Final Same Day Registration Duplicate Report into provisional ballot meetings.

10.19 MONDAY THROUGH FRIDAY (ELECTION DAY +6 THROUGH 10)

- Note that while the deadline for the November General canvass is 10 days after the election, **the deadline for the June Primaries canvass is 6 days after the election.**⁹³
- Complete Provisional Ballot Meeting.
- Enter the number of absentee ballots cast by precinct must be posted no later than 5:00 p.m. on the tenth day after the election.⁹⁴
- Enter provisional election results by precinct and turnout into Enhanced Results by no later than 5:00 p.m. on the tenth day after the election.⁹⁵
- Conduct canvass.⁹⁶
- While reviewing Statements of Results, input election turnout and curbside data into Enhanced Results to help complete the canvass.
- Enter post-election results and turnout in Enhanced Results.
- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In “bucket” row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.
- Verify that all data entered in Enhanced Results matches the data determined to be correct at the conclusion of canvass.
 - Summary Entry page
 - Detailed Results Entry precinct pages
 - Statistics Entry pages
 - Voter Turnout Entry page

⁹³ See [§24.2-532](#)

⁹⁴ See [§24.2-667.1](#)

⁹⁵ *Id.*

⁹⁶ See Chapter 14 Canvass.



- Upload EPB voting credit
 - Run the Credit Audit Report in VERIS.
 - Resolve issues, if present.
- Manually add provisional voter credit to VERIS.
- Run the Enhanced Results reports to ensure accuracy of data entered.
 - Compare the Credit Audit Report in VERIS to the Voter Turnout report in Enhanced Results.

If able, resolve any validation errors in Enhanced Results. If unable to clear a validation error, provide an explanation of why to ELECT with abstracts. Refer to the data validation page on the use procedures to assist with discrepancies and reach out to ELECT with questions before submitting abstracts.

- Mark local office winners in Enhanced Results.
- Pull Abstract of Votes from Enhanced Results and have Electoral Board members certify.
- If Write-Ins Certification is required, create and have Electoral Board members confirm accuracy and certify.
- Submit certified copies of abstracts, required explanation documents, Write-Ins Certifications, and scanned voided ballots to ELECT via the [Abstract of Votes Submission form](#).
 - Respond to staff requests for additional information, if requested, as a result of reviewing your submission and entered data.
 - Mail abstracts and Election Results Certification Checklist to the Department of Elections only after approved to do so.
- Enter provisional data for counted and rejected ballots into VERIS and process letters.⁹⁷
- Enter rejected absentee ballot data into VERIS and process letters.⁹⁸
- Process new voter registration applications.
- Re-seal and deliver materials to clerk of court.

10.20 MONDAY (ELECTION DAY +13)

- Watch State Board of Elections meeting to see if your locality is chosen or approved for a risk-limiting audit (RLA).
- Instructions for locality participation in an RLA will be sent to all affected localities.
- Review the RLA Manual.⁹⁹

⁹⁷ See Chapter 13 Provisional Ballots.

⁹⁸ See Chapter 14 Canvass.

⁹⁹ See Chapter 19 RLA Manual.



10.21 ELECTION DAY + 30

- Deliver absentee ballots received after election to Clerk of Court.¹⁰⁰

10.22 POST-ELECTION

- If your locality is having a recount, review the following for information about recounts and contested elections:
 - GREB Chapter 15 Recounts and Contests
 - Virginia Administrative Code 1VAC20-80-20¹⁰¹ Code of Virginia, Title 24.2, Chapter 8¹⁰²
 - [Recount](#) page in FormsWarehouse
 - Recount Course in ELECT's [Learning Management System \(LMS\)](#).
- Retrieve materials from Clerk of Court.
 - Oath completed by the officers of election.
 - Voting machine keys.
 - Voting machine memory cards.
 - If a federal election, make copies of each thumb drive for submission back to the circuit court clerk in Envelope 7FED. Follow your security protocols\ELECT guidance\Voting Equipment vendor guidance when copying voting equipment thumb drives.
 - Paper Pollbooks (if used).
 - Pollbook count sheets (if used).
 - EPB thumb drives.
- If your locality does not use EPBs, manually enter voter credit into VERIS using paper pollbooks.
- Run the Credit Audit Report out of VERIS and the Voter Turnout report out of Enhanced Results and compare.

Notify ELECT staff once all credit is entered into VERIS via the Election Results Certification Checklist, and if you determine changes need to be made to turnout in Enhanced Results.

¹⁰⁰ See [§24.2-710](#).

¹⁰¹ See Virginia Admin. Code [1VAC20-80-20](#) for information about recounts and contested elections.

¹⁰² See [§24.2-800](#) et. seq.

