2024 Readiness Checklist: Prepare for Success

☐ **Keep transparency in mind.**

Design processes that ensure **poll watchers** have proper access and implement **best practices for public records requests**. Invite the press and the public to visit your facilities and witness pre-election processes.

☐ **Build community relationships.**

Engage with your stakeholders early and frequently. Go beyond your voters: partner with **community organizations**, **lawmakers**, political parties, and elected officials.

☐ **Keep your voter lists updated.**

Make sure all activities related to **voter roll maintenance** are up-to-date, including any state-specific processes required by law.

☐ **Have a communications plan.**

Position your office as the trusted source for information in your community. Pay special attention to groups, like **media** and **new voters**. Ahead of time, prepare **FAQ guides**, have a **PR strategy in place**, and get ahead of **what happens after Election Day**.

☐ **Review changes in legislation.**

Most legislative sessions will have delivered changes to election laws by this time. Ensure you have reviewed all the changes, including any changes in **district boundaries**.

☐ **Create the election project baseline.**

This includes **preparing your election calendar** and **reviewing your SOPs**.

☐ **Develop a risk management plan.**

Be prepared for unforeseen situations and make sure you have **contingency plans** in place, including all logistical areas and **supply chain considerations**.

☐ **Prepare for in-person voting.**

Start **recruitment of poll workers** early. Use the simulators available to ensure you have sufficient resources to respond to **changes in the voting process**, the **number of locations**, and also detect **potential line issues**.

☐ **Ensure accessibility requirements are met.**

Accessibility starts at **voter registration**. Review needs for all voting methods: **by mail** and **in-person** (plus **curbside**). Consider **Language accessibility**, including **unwritten languages** in your community.

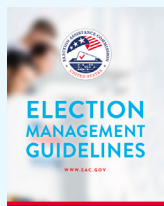**EAC** | Helping America **Vote**

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☐ **Secure elections equipment.**

Follow **best practices for election technology** and **for chain of custody**. Be prepared to **discuss security measures with the public**, including topics such as the **security of voting technology**, and the **use of AI** and other emerging threats. Purchased new equipment? Make sure you **properly dispose of election technology**.

☐ **Evaluate physical and procedural security.**

Use all the available **security resources for election officials**, and make sure you are prepared to **respond to security incidents**. Train staff on **de-escalation and non-confrontational techniques**.

☐ **Proof and test your voting materials.**

During your **ballot design phase** make sure you have strict version control on the data. Follow best practices for your **Logic and Accuracy (L&A) Tests** after you have programmed your equipment.

☐ **Prepare for absentee ballots.**

Military and Overseas voters (UOCAVA) require their ballots to be mailed earlier than local voters, however, **all mail ballots require the same processing upon return**. If **drop boxes** are allowed in your state, prepare a plan for them as well.

☐ **Update your plans for Election Day.**

Develop a **plan to secure the audit trail**, including the **Election Day materials**. Populate your **canvass plans** with real data based on turnout. Get ready to process **provisional ballots**.

☐ **Ensure compliance with any audits required.**

Prepare your basic reconciliation for all forms of voting: **by mail**, **early voting**, and **Election Day**. Review all legal requirements for your audits and **prepare for them ahead of time**. You can also see what other **election officials across the nation are doing** to get some ideas.

☐ **Be ready in case you have a recount.**

Sometimes the election is not over when expected. Be **ready to conduct a successful recount** if needed.

More resources and downloadable content available at eac.gov, including:

EAC Clearinghouse
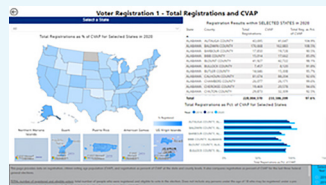
Research and data

Toolkits

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