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.
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

EAC | Helping America Vote

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