

About the Quick Start Guides: The EAC's Quick Start Guides are intended to familiarize local election officials with various topics they will likely encounter in election administration. The guides are a starting point to identify areas of concern and give officials a broad idea of factors they should consider in approaching a given topic.

What is the election calendar?

The election calendar is a task tracker for pre- and post-election activities. The calendar ensures tasks are not overlooked and are completed on time. Many states provide a calendar with statutory deadlines, which local election officials can incorporate into their own election calendar.



Planning



In addition to ensuring essential tasks are completed on time, the election calendar allows you to:

- **Identify** staffing needs
- **Assign** tasks and monitor completion
- **Keep** staff on the same page regarding what needs to be done and who is in charge of each process
- **See** all of the areas that may be affected by a change in a deadline or process

Content



Your calendar should include:

- **Federal, state, and local deadlines**
 - Include deadlines for actions the office must take (e.g., posting legal notices) and those candidates or the public must take (e.g., observer filing deadlines, registration deadlines, etc.).
- **Internal deadlines**
 - Examples include list maintenance windows, ballot proofing deadlines, logic and accuracy testing, poll worker recruitment deadlines.
- **Task assignments**
 - Examples include preparing candidate filing forms, documenting logic and accuracy testing, and poll worker payroll tracking. Assign each task to a minimum of two staff members.

Example

Sample County General Election Planning Calendar						
Start Date	Due Date	Days Until ED	Task	Assigned To	Completion Date	
9/18/22	10/7/22	ED - 32	Public Logic and Accuracy Testing	Staff	10/1/22	
N/A	10/11/22	ED - 28	Voter Registration Deadline	N/A	10/11/22	
N/A	11/8/22	ED	Election Day	All Staff	N/A	
11/9/22	11/22/22	ED + 14	Official Canvass and Certification	Staff Canvassing Board	--	