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

<p>| Sample County General Election Planning Calendar |
|-----------------------------------|-----------------|----------------|-------------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Start Date</th>
<th>Due Date</th>
<th>Days Until ED</th>
<th>Task</th>
<th>Assigned To</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/18/22</td>
<td>10/7/22</td>
<td>ED - 32</td>
<td>Public Logic and Accuracy Testing</td>
<td>Staff</td>
<td>10/1/22</td>
</tr>
<tr>
<td>N/A</td>
<td>10/11/22</td>
<td>ED - 28</td>
<td>Voter Registration Deadline</td>
<td>N/A</td>
<td>10/11/22</td>
</tr>
<tr>
<td>N/A</td>
<td>11/8/22</td>
<td>ED</td>
<td>Election Day</td>
<td>All Staff</td>
<td>N/A</td>
</tr>
<tr>
<td>11/9/22</td>
<td>11/22/22</td>
<td>ED + 14</td>
<td>Official Canvass and Certification</td>
<td>Staff</td>
<td>--</td>
</tr>
</tbody>
</table>

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