



SVRS Election Checklist I 2007 Spring Election

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below. Please refer to the updated materials when referencing page numbers. The updated materials can be found on the SEB website: <http://elections.state.wi.us> SVRS Project – Documents and Materials – SVRS Application Training Participant Guide (Section)

Steps 1 – 3 have been performed by the State Elections Board.

Steps 4-5 are performed by each county by the end of the day, Monday, March 12, 2007.

- ☐ Step 4: Counties inherit the 2007 Spring Election created by the State. (*Election Set-Up: Pages 12-13*)
- ☐ Step 5: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is created. (*Election Set-Up: Page 17-18*)

Steps 6-7 are performed no later than Monday, March 12, 2007 by the counties.

Note: The SEB checked Milestone #3 at the state level, March 9, 2007.

- ☐ Step 6: Counties set up offices (*Districts and Offices: Pages 12-21*), contests (*Election Set-Up: Pages 19-20*) and candidates for county elections (*Election Set-Up: Pages 24-28*), which include any school board member races and/or school board referenda. (*Election Set-Up: Pages 21-22*)
- ☐ Step 7: Counties set Milestone #3 for the 2007 Spring Election before but no later than March 12, 2007. (*Election Set-Up: Page 29*) Immediately notify Self-Providers that Milestone #3 has been completed at the county level.

Steps 8-10 can be done before Step 7 is completed. All steps performed no later than March 13, 2007.

- ☐ Step 8: Self-Providers and Providers for their Relier(s) set up all polling place locations and Polling Place Assignment Plans (PPAPs), if not already set up. (*Polling Place Location(s): Pages 1 and 5*)
- ☐ Step 9: Self-Providers and Providers for their Relier(s) inherit the 2007 Spring Election created by SEB and inherited by the county. (*Election Set-Up: Pages 12-13*) Assign the PPAP to this election (if created), or a polling place location if a PPAP was not selected. (*Polling Place Location(s): Pages 1 and 5*)
- ☐ Step 10: Self-Providers and Providers for their Relier(s) set up offices (*Districts and Offices: Pages 12-21*), contests (*Election Set-Up: Pages 19-20*), including local referenda (*Election Set-Up: Pages 21-22*), and candidates. (*Election Set-Up: Pages 24-28*)
- ☐ Step 11: Self-Providers and Providers for their Relier(s) set Milestone #3 for the election no later than March 13, 2007. Do not complete this step until receiving notice that the county has completed Step 7. (*Election Set-Up: Page 29*)
- ☐ Step 12: Self-Providers and Providers for their Relier(s) generate Ballot Styles. (*Election Set-Up: Pages 30-31*)
- ☐ Step 13: Self-Providers or Providers for their Relier(s) set Milestone #4 for the election. (*Election Set-Up: Page 32*)
- ☐ Step 14: Self-Providers and Providers for the Relier(s) issue Absentee Ballots by March 13, 2007 and after ballot styles have been generated. Using SVRS to produce absentee ballot labels is optional at this time. If you have not attended formal absentee ballot process training, it is strongly recommended SVRS is not used for the absentee ballots for this election. If you do use SVRS labels, it is important to note that the Absentee Applications must be processed and ballot styles generated before Absentee Ballots are issued.

Coming Soon

- ☐ March 14: Late Registration begins (last day for registration outside of the clerk's office) and Checklist II sent to users.
- ☐ March 21: Recommended first day of poll book printing.
- ☐ April 3 – May 2: Post Election and Close-out Tasks.