

Leon County 2010 Full Election Calendar

# Days Prior to Election	Event or Task	Responsible Party	Completion Date
99	Deadline for State, Multi-County and Local Candidate Petitions	County	17-May
85	Holiday: Office Closed for Memorial Day	County and State	31-May
84	Staff Meeting	County	1-Jun
84	Office Hours change: 8 a.m. until 5:30 p.m.	County	1-Jun
81	Resignations of Resign to Run Law due	County and State	4-Jun
78	Determine ballot quantities	County	7-9-June
71	Begin printing AB envelopes	County	14-25-Jun
71	Candidate Qualifying begins	County and State	Noon, 14-June
70	Candidate Qualifying continues	County and State	15-Jun
69	Candidate Qualifying continues	County and State	16-Jun
68	Candidate Qualifying continues	County and State	17-Jun
67	Candidate Qualify ends	County and State	Noon, 18-June
60	Ballot Language Deadline	County	25-Jun
59	Ballot Layout Completed for ballots	County	6/26-28/2010
57	Ballot Proofing	County	29-Jun
57	Election Staff Meeting	County	29-Jun
56	County sends ballot PDFs to vendor for set up	County	30-Jun
56	If County prints all AB internally, printing will begin	County	30-Jun
56	County sends precinct and provisional ballot qtys to vendor	County	30-Jun
55	Vendor confirms ballot order with ship date	County	30-Jun
56-48	Absentee Printing Setup *	Runbeck	7/1 - 7/7
56 - 25	Early Voting Sentio Setup *	Runbeck	7/1 - 7/30
49	Staff Meeting	County	2 p.m., 7/6/2010
46	County receives absentee ballot print order en totale (if vendor used)	Vendor	9-Jul
46	Train the Trainer Class, P1, 9-2	County	9-Jul
43	Overseas and Military ballots prepped and mailed	County	12-Jul
42	New Clerk Certification/Training 6pm, Tax Collector's Office South	County	13-Jul
41	Domestic absentee ballots prepped and mailed	County	14-16-July
41	Over the Counter voting available to voters	County	14-Jul
40	Tech Assist Clerk Training 6PM, Amtrack Room	County	15-Jul
39	Tech Assist Clerk Training 9AM, Amtrack Room	County	16-Jul

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38	Insp/Dep Training, 9AM, Amtrack Room	County	17-Jul
36	County begins daily run of mailing absentee ballots	County	19-Jul
36	Insp/Dep Training, 9AM, Fellowship Pres. Church	County	19-Jul
36	Insp/Dep Training, 1PM, Fellowship Pres. Church	County	19-Jul
36	Tech Assist Clerk Training 6PM, Amtrack Room	County	19-Jul
35	State deadline to mail absentee ballots to overseas voters	Statewide	20-Jul
35	Insp/Dep Training, 9AM, Fellowship Pres. Church	County	20-Jul
35	Insp/Dep Training, 1PM, Fellowship Pres. Church	County	20-Jul
34	EV Clerk Training, 9AM, Couthouse	County	21-Jul
34	EV Tech Assist Clerk Training, 1PM, Couthouse	County	21-Jul
29	Voter Registration Deadline	Statewide	26-Jul
29	Poll Watcher Deadline - Early Voting	County	Noon, 26-July
28	Tech Assist Clerk Training, 6PM, TCC	County	27-Jul
28	Insp/Dep Training, 6PM, TCC	County	27-Jul
27	Insp/Dep Training, 9AM, Jackson Lodge	County	28-Jul
27	Insp/Dep Training, 1PM, Jackson Lodge	County	28-Jul
27	Insp/Dep Training, 6PM, Jackson Lodge	County	28-Jul
26	Tech Assist Clerk Training, 6PM, Amtrack	County	29-Jul
21	Staff Meeting	County	2 p.m., 3-Aug
21	Insp/Dep Training, 9AM, TCC	County	3-Aug
21	Insp/Dep Training, 1PM, TCC	County	3-Aug
21	Tabulation Equipment Final prep for L & A	Warehouse Staff	3-Aug
21	Adopt A Precinct Training 6PM, Kings Way Christian Church	County	3-Aug
20	Set up NE Library EV Site	TJ, Nicholas, Hugh, Nathan, Zane, Reynolds Monique	4-Aug
20	EV Worker Training, 9AM, Courthouse	County	4-Aug

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19	Set Up FT Braden Library EV Site	TJ, Zane, Hugh, Reynolds and Monique	5-Aug
19	Public Logic and Accuracy Test	County	Noon, 8/5/2010
18	Set up Woodville Library EV site	TJ, Zane, Hugh, Reynolds and Monique	6-Aug
17	EV Temp Training, 9AM, Courthouse	County	6-Aug
17	EV Tech Assist Clerk Training, 9AM, Courthouse	County	6-Aug
18	Tech Assist Clerk Training, 1PM, Amtrack Room	County	6-Aug
17	NEW Tech Assist Clerk Training, 9PM, Amtrack Room	County	7-Aug
17	Supervised Voting at Heritage Oaks 11am-1pm	County	7-Aug
17	Precinct Ballot Packing at Warehouse	County	7-Aug
15	Early Voting Begins	Statewide	9-Aug
15	Insp/Dep Training, 9AM, Amtrack Room	County	9-Aug
14	Insp/Dep Training, 6PM, TCC	County	10-Aug
13	Lighthouse TSX Outreach Event 9 AM - 3PM	Kim & Susie	11-Aug
11	Insp/Dep Training, 9AM, Amtrack Room	County	13-Aug
10	Exp Clerk Training, 9AM, TCC	County	14-Aug
10	Insp/Dep Training, 1PM, TCC	County	14-Aug
10	Tech Assist Clerk Training 9AM, TCC	County	14-Aug
10	Tech Assist Clerk Training 1PM, TCC	County	14-Aug
8	OS/TSX Bag & Tag	Warehouse staff	16-Aug
8	Practice Makes Perfect Lab, 11-2, Amtrack	County	16-Aug
7	OS/TSX Bag & Tag	Warehouse Staff	16-Aug
6	Practice Makes Perfect Lab, 11-2, Amtrack	County	18-Aug
5	Equipment Delivery Begins	County	19-Aug
4	Rover Training @ 918 Railroad Avenue 5:00 - 6:30	Kim & Mark	20-Aug
4	Equipment Delivery	County	20-Aug
4	Practice Makes Perfect Lab, 11-2, Amtrack	County	20-Aug
3	Make-Up Class, 9-1, TCC	County	21-Aug

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3	Tech Assist Clerk Open Lab, 9-1, TCC	County	21-Aug
3	Early Voting Ends	County	21-Aug
2	Sign Delivery Begins	County	22-Aug
2	Early Voting Equipment PickUP	County	22-Aug
2	Precinct Register Page Printing	County	22-Aug
2	Precinct Register Book Assembly	County	22-Aug
2	Remaining Sign Delivery/Clerk Check out set up at warehouse	County	22-Aug
1	Equipment Delivery Completed	County	23-Aug
1	Rover Equipment Pick-up 3pm - 7pm	Kim & Mark	23-Aug
1	Precinct Clerk Check out	County	23-Aug
	Election Day	Statewide	24-Aug
-1	After election clean up/retrieval of precinct equipment	Diana, Monique, Kim, Zane and other team members	25-Aug
-1	Process Provisional Ballots	Tameka, Meredith, Nelson	25-Aug
-1	Early Voting voted ballots prepped and sealed in precinct order	Monique and EV Team	Aug 25-28
-2	After election clean up/retrieval of precinct equipment	County	26-Aug
-2	Deadline for Provisional Ballot voters to provide proof of eligibility	Tameka, Meredith, Nelson	5 p.m., 26-Aug
-3	Canvassing Board Meeting to review Provisional Ballots and certify Unofficial Returns	Canvassing Board, Cindy, Tameka, Heather	9 a.m., 27- Aug
-3	Deadline for Unofficial Returns to be received by DOE	County	Noon, 27-Aug
-10	Create General Election Ballots in GEMS once LT GOV designated	Mark	2-Sep
-10	Proof General Election Ballot	TJ, Nicholas, Heather, Janet	3-Sep
60	Generate ballot images for BOD	Mark, TJ	9/3/2010
58	Proof Ballot	As assigned by Janet	9/5/2010
56	Create ballot images for web	Mark and TJ	9/7/2010
55	Create ballot images for sample ballot	Mark	9/8/2010

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56-58	Generale UOCAVA envelopes and ballots	Heather & AB team	9/7-9/2010
55	Canvassing Board Certifies Post Election Audit	CK, RW, IVS, JO	9/8/2010 @ 10 a.m.
56	Clean up and rearrange P1 Room, remove packed ballots	Mark, Zane, Reynolds, CK, RW	9/8/2010 in p.m.
54	Create precinct listing for sample ballot	Nicholas	9/9/2010
54	MIS Meeting	Select Staff	9/9/2010 @ 10 a.m.
53	In Office AB begins	Front Office Staff	9/10/2010
53-47	Sample Ballot created	Janet & private vendor	9/10-9/16
53	UOCAVA Ballots mailed (8 days early!)	Heather & AB team	9/10/2010
53	Staff Meeting (after Election Wrap Up)	As many staff as possible	9/10 @ 2 pm
53-49	Print domestic AB envelopes	Heather & AB team	9/10 & 13
49	Envelopes taken to vendor for instruction insertion	Nicholas, Heather, Scott, Nathan	9/14
48	Ion addresses League of Women Voters on Redistricting	Ion	9/15 @ 11:30 am
47	Unopposed after Qualifying Termination Reports due	Becky, Cindy, Front Ofc	9/16
47	Assemble Domestic AB	Heather, AB Team and all extra staff available	9/16
46	Camp. Treas. Reports due for continuing campaigns	Becky, Cindy, Front Ofc	9/17
46	Camera Ready Sample Ballot due to Printer	Janet & private vendor	9/17
43	Mail Domestic AB	Nicholas, Heather, Zane, Reynolds	9/20
43	Printer produces Sample Ballot proof from press	Janet & private vendor	9/20
42	Senior Center TSX Outreach	Susie & Judy	9/21 2pm-5pm
42	Springwood School Election	Warehouse Staff	9/21
40	Team Leaders Meeting	JO, TJ, ME, HC, TB, MDJ, CK, DM, NM, RW	9/23 @ 2 pm
39	Cobb Middle School Election	Warehouse Staff	9/24
37	Advertise County Referendums	Cindy and Tall Democrat	9/26
37	FAMU School Election	Warehouse Staff	9/28
34	Ion addresses FAMU Students	Ion	9/29 @ 8 pm
33	FAMU Runoff School Election	Warehouse Staff	9/30
32	Camp. Treas. Reports due for continuing campaigns	Becky, Cindy, Front Ofc	10/1 @ 5 p.m.

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# Days Prior to Election	Event or Task	Responsible Party	Completion Date
32	Train The Trainer, P1 with Ability First	Diana/ Ability First	10/1/2010 from 10-2
31	VOTER OUTREACH EVENT @ Walgreens	Assigned Staff for all 10 stores	10/2 @10 am until 1 pm
29	TAC Training @ AMTRAK	Kim & Reynolds	10/4 @ 9 am - 12 noon
29	Deadline to submit EV poll watcher designations	Becky, Janet & Front Office Staff	NOON, 10/4
29	TAC Training @ AMTRAK	Kim & Reynolds	10/4 @ 1-4 pm
29	VOTER OUTREACH EVENT @ NEW LEAF MKT	Susie & Tameka	10/4 @ 5-9 pm
29	REGISTRATION BOOKS CLOSE	ALL STAFF	10/4 @ close of business
28	TAC Training @ AMTRAK	Kim & ?	10/5 @9-12 noon
28	STAFF MEETING (final prep to General Election)	As many staff as possible	10/5 @ 2 pm
28	Deliver training supplies to Keiser University	Warehouse Staff	10/05 between 2-4pm
28	Potential OT for Front Office Staff to process forms	Front Office Staff	10/5 @5:30 pm to 8 pm
27	PW Class @ Keiser University	Diana & ?	10/6 @ 9 am - Noon
27	PW Class @ Keiser University	Judi & ?	10/6 @ 9 am - Noon
27	PW Class @ Keiser University	Diana & ?	10/6 @ 2-5 pm
27	PW Class @ Keiser University	Judi & ?	10/6 @ 2-5 pm
27	Potential OT for Front Office Staff to process forms	Front Office Staff	10/6 @ 5:30 - 8:30pm
26	Mail Precinct Change Letters	Nicholas, Nathan with Zane or Reynolds for USPS	10/7
26	Potential OT for Front Office Staff to process forms	Front Office Staff	10/7 @ 5:30-8 pm
25	PW Class @ Keiser University	Diana & Susie	10/8 @ 9 am - Noon
25	PW Class @ Keiser University	Judi & Janet	10/8 @ 9 am - Noon
25	EV TAC Training Class @ AMTRAK	Kim & Mark	10/8 @ 10 am - 1 pm
25	PW Class @ Keiser University	Diana & Meredith	10/8 @ 2-5 pm

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25	PW Class @ Keiser University	Judi & Susie	10/8 @ 2-5 pm
24	Potential OT for Front Office Staff to process forms	Front Office Staff	10/9 during day
24	PW Class @ Tallahassee Comm. College	Diana, Judi & OPS	10/9 @9 - Noon
24	OUTREACH EVENT - Asian Festival Downtown	Susie & OPS	10/9 @ 10-5
24	PW Class @ Tallahassee Comm. College	Diana, Judi & OPS	10/9 @ 1-4 pm
24	Book Closing numbers captured by State?	TJ	10/9 @ 6 pm
23	Advertise County Referendums	Cindy and Tall Democrat	10/10
22	Pick up Woodville Library Supplies from Main Library	Zane & Reynolds	10/11
22	TAC Training @ AMTRAK	Kim & OPS	10/11 @ 9 am - Noon
22	TAC Training @ AMTRAK	Kim & OPS	10/11 @6 pm - 9 pm
22	EV Pollwatchers Approval Deadline	Janet, Becky	10/11 @ 5:30 pm
20	Load up truck for EV Supplies to NE Library	Zane & Reynolds	10/13 @ 8 am
20	Set up NE Library for EV	TJ, Zane, Reynolds, Nicholas, Nathan, Hugh, Monique and EV Team	10/13 @ 9 am
20	PW Class @ Keiser University	Diana & OPS	10/13 @ 9 am - Noon
20	PW Class @ Keiser University	Judi & OPS	10/13 @ 9am - Noon
20	Sample Ballot drops into USPS	Vendor	10/13
20	PW Class @ Keiser University	Diana & OPS	10/13 @ 2 - 5pm
20	PW Class @ Keiser University	Judi & OPS	10/13 @ 2-5 pm
19	Load up truck for EV Supplies to FT Braden Library	Zane & Reynolds	10/14 @ 8 am
19	Set up FT Braden Library EV site	Zane, Reynolds, Nicholas, Nathan, Hugh, Monique and EV Team	10/14 @ 9 am
19	PRE ELECTION TEST @ Railroad AVE Warehouse	Ion, Mark, Will, Kim, TJ, Cindy, Becky, Janet	10/14 @ Noon
19	Certification of Pre Election Test @ Railroad Warehouse	Canvassing Board, Cindy, Becky, Janet	10/14 @ 4 pm
18	Load up truck for Woodville EV Site	Zane & Reynolds	10/15 @8 am

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18	Set up Woodville EV Site	TJ, Zane, Reynolds, Nicholas, Nathan, Hugh, Monique and EV Team	10/15 @ 9 am
18	TAC Training @ AMTRAK	Kim & OPS	10/15 @ 1pm
18	TAC Training @ AMTRAK	Kim & OPS	10/15 @ 6pm
18	Camp. Treas. Reports due for continuing campaigns	Becky, Cindy, Front Ofc	10/15 @ 5 p.m.
18	TAC Training @ AMTRAK	Kim & OPS	10/16 @ 9am
17	Pack Pct Ballots and seal cages	Diana, Judi, Barbie, LaCharis, Tameka, Nelson, Meredith, Renee, Becky, Stephen, DeAnthony, Nichole, Necie, Joan	10/16 @ 8:30 am until likely 3-4 p.m.
17	Final Prep of EV Sites	Monique, Karen, Calantha, Gale, Kristen, TJ, Nicholas, Hugh and Nathan	10/16 @ 8:30 am until likely 3-4 p.m.
17	Supervised Voting @ Heritage Oaks 11 am - 1 pm then back to SOE for ballot processing	Heather, Natasha, Kenneth, Kathleen, Scott	10/16 @ 10:30 am until likely 3 pm
15	Early Voting begins @ various locations	Assigned Staff	10/18 times vary
14	Pct Poll Watcher Designations due	Becky and Janet	10/19 @ noon
14	Early Voting @ various locations	Assigned Staff	10/19 times vary
13	Early Voting @ various locations	Assigned Staff	10/20 times vary
12	Early Voting @ various locations	Assigned Staff	10/21 times vary
12	Deliver bases and supplies to P1 for Canvassing	Zane, Reynolds, Mark, Cindy and Becky	10/21
12	Drop Most Basic Right into USPS	Nicholas	10/21
11	PW Class @ Keiser University	Diana & OPS	10/22 @ 9 am - Noon
11	PW Class @ Keiser University	Judi & OPS	10/22 @ 9 am - Noon
11	TAC Training @ AMTRAK	Kim & OPS	10/22 @9 am to Noon
11	Early Voting @ various locations	Assigned Staff	10/22 times vary
11	PW Class @ Keiser University	Diana & OPS	10/22 @2-5 pm
11	PW Class @ Keiser University	Judi & OPS	10/22 @2-5 pm
11	TAC Training @ AMTRAK	Kim & OPS	10/22 @ 1-4 pm

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10	TAC Training @ AMTRAK (NEW TACS ONLY)	Kim & OPS	10/23 9 am - Noon
10	Pick up mail and process AB	Heather and AB Team	10/23 9 am - Done
10	Advertise Polling Place Change	Cindy & Tallahassee Democrat	10/24
9	Early Voting @ various locations	Assigned Staff	10/24
8	Early Voting @ various locations	Assigned Staff	10/25
8	LAB for TACs, CLKs, and Assistant CLKs @ AMTRAK	Kim, Diana & OPS	10/25 @11 am - 2pm
8	Set up Canvassing Board in P-1	Cindy & Becky	1:00 p.m. - 3:00 p.m.
7	Advertise Polling Place Change	Cindy & Tallahassee Democrat	10/24
7	Early Voting @ various locations	Assigned Staff	10/26
7	LAB for TACs, CLKs, and Assistant CLKs @ AMTRAK	Kim, Diana & OPS	10/26 @ 11 am -2pm
7	Precinct Poll Watcher Approval Deadline	Becky and Janet	10/26 @ 5:30 pm
6	Early Voting @ various locations	Assigned Staff	10/27
6	Canvassing Board Temp Training	Cindy & Becky	10/27 9:30 - 10:30 a.m.
6	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	10/27 @ 10:30 am
6	TAC LAB at AMTRAK	Kim and Diana	10/27 @ 11-2 pm
6	Deadline to request an AB	ALL STAFF	10/27 @ 5:30 p.m.
6	Pre Stage delivery trucks from vendor	Kim & Will	10/27
5	Precinct Equipment Delivery begins	Warehouse Team & Vendor	10/28
5	Early Voting @ various locations	Assigned Staff	10/28
5	Last day for candidates to accept donations	ALL STAFF	10/28 @ midnight
4	Early Voting @ various locations	Assigned Staff	10/29
4	Precinct Equipment Delivery continues	Warehouse Team & Vendor	10/29
4	Accessibility Solutions to pick up at Tharpe	Warehouse Team & Vendor	10/28 @ 8:30am
4	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	10/29 @ 10:30 am
4	Camp. Treas. Reports due for continuing campaigns	ALL STAFF	10/29 @ 5:30 pm
3	FINAL TAC CLASS @ TCC	Kim & ?	10/30 @9 am-1p
3	FINAL PW CLASS @ TCC	Diana, Judi, and ?	10/30 @ 9am-Noon
3	FINAL DAY OF EARLY VOTING	Assigned Staff	10/30

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3	Precinct Equipment Delivery	Warehouse Team	10/30
3	Pick up mail and process AB	Heather and AB Team	10/30 @ 9 am
2	Prep Pct Reg Books/Print	TJ, Nicholas, Nathan, Hugh	10/31 @ 8 am
2	Pick up Pct Reg Book Pages to transport to Warehouse	Cindy	10/31 @ 9:30am
2	Bind Pct Register books at Railroad Warehouse	Cindy, Janet, Diana, Becky, Stephen, Nelson, Meredith, Necie, DeAnthony, Nichole, Renee, Susie	10/31 @ 10 am
2	Deliver signs and precinct equipment	Warehouse Team	10/31 @ 8:30 am
1	FINAL DAY OF PRECINCT EQUIPMENT DELIVERY	Warehouse Team & Vendor	11/1
1	Precinct sign delivery	Warehouse Team	11/1
1	In Office Absentee at Courthouse Plaze	Monique, Lynn and Assigned Staff	11/1 @8-5:30 pm
1	Clerk Secured Items Check out @ Railroad Warehouse	Assigned Staff	11/1 @ 9 am
1	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	11/1 @ 10:30 am
0	ELECTION DAY	ALL STAFF	11/2 @ assigned times
0	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	11/2 @10:30 am
0	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	11/2 @ 3:30 pm
0	EV Team go to warehouse to close out EV equipment	EV Team	11/2 @ 7:00 pm
0	Canvassing Board Meets to Review ABs	Heather, Cindy, Becky	11/2 @ 7 pm
0	Transport Partial Quantity of Unscanned Ballots to Canvassing Board	TBA	11/2 @ 8:30 pm
0	Transport remaining quantity of Unscanned Ballots to Canvassing Board	TBA	11/2 @ 10 pm
0	Transport SOE Envelopes, Provisional Ballots and Tapes from EV machines to BOA	Zane, Reynolds, Nicholas, Nathan	
0	Preliminary Results due to the State	Cindy, Mark, TJ	11/2 @ 11:59 pm
-1	Research Provisional Ballots	Tameka, Nelson and Meredith	11/4
-1	Retrieve Precinct Supplies	Warehouse Team and Vendor	11/3
-3	Canvassing Board Meets to Review Provisional Ballots	CB, Cindy, Becky, Tameka, Janet and staff	11/5 @ 11 am
-3	Camvassomg Board meeting to sign certificates	CB, Cindy, Becky, Janet	11/5 @ 3 pm
-4	Unofficial Results due	Cindy and Janet	11/6 @ Noon

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# Days Prior to Election	Event or Task	Responsible Party	Completion Date
-7	OFFICE HOURS change back to 8 am to 5 pm	ALL STAFF	11/8
-8	After Election Staff Meeting	As many staff as possible	11/9 @ 2 pm
-10	Office Closed - Veteran's Day	ALL STAFF	11/10
-10	2nd Unofficial Results due, if totals changed, to State	Cindy and Janet	11/10 @ 3 pm
-11	Last day for most OPS Staff	ALL STAFF	11/12 @ 5 pm
-11	Canvassing Board Meets to review Federal Overseas Absentee Ballots	Heather, Cindy, Becky, Janet and two OPS	11/12 @ 3 pm
-12	Public Display of Post Election Audit Procedures	Cindy, Becky	11/13 @ 8:30 am
-12	Canvassing Board Meets to Certify Election and complete Conduct of Election Report	CB, Cindy, Becky, Janet	11/13 @ 9:30 am
-12	Random Selection of Race and Precincts for Post Election Audit	CB, Cindy, Becky, Janet	11/13 @ 10 am
-13	Official Results due to the State	Cindy and Janet	11/14 @ Noon
-15	Post Election Audit begins	Cindy, Becky and six OPS	11/15 @ 10:30 am
-16	Post Election Audit continues, if needed	Cindy, Becky and six OPS	11/16 @ 10:30 am
-20	Canvassing Board meets to certify post election audit	CB, Cindy, Becky	11/22 @ 10:30 am
-20	Post Election Certificates due to the State	Cindy and Janet	11/22 @ noon
-20	Election 2010 is officially OVER!	ALL STAFF	11/22 @ 12:01 pm
-21	Begin planning 2012 Election Cycle	ALL STAFF	11/23