

1 "Site Captain Instructions" sheet Site Captain opens venue at 5:30 pm Team arrives by 6:00 pm to set up	--->	Site Captain has the tubs & brings them to caucus
2 "Items used at precinct caucuses" sheet place these documents on the info table	--->	display precinct signs and direction signs Resolution forms Issue Study Task Force form and the MUD handout Poll challenger sign up forms Election judge sign up forms Declaration of Candidacy for Precinct Delegate form Candidate letters and literature
3 "Greeter and Registrar instructions" sheet place these documents on registration table	--->	Observer sign in form
4 Registrar has the registration flash drive Greeters give 2 items to attendees give the large tub to the Convener the small tub becomes the donation box	= ---> --->	paper registration list of previous caucus attendees (if any) Agenda (2 sided) Magnetic Party business cards point them to file for precinct delegate on the form Convener's tub should contain: the small flag (if needed) 3 large envelopes for collecting ballots envelope with blank gubernatorial ballots Certificate of Insurance Blank paper for making ballots
5 Convener has the caucus script Educator has the caucus script Secretary has the caucus script Registration starts at 6:30 pm	---> ---> --->	County Convention and Endorsing Convention Calls Declaration of Candidacy for State Delegate forms Convention Call receipt forms for dels & alts to sign Registrars and Greeters are ready for guests
Convener, Educator, Secretary Caucus starts at 7:00 pm	---> --->	before caucus, fill in the blanks on the caucus script start promptly, don't wait for lollygaggers
Secretary	--->	records minutes in the provided spaces in the script
Convener and Educator Convener role changes to Chair role	--->	each reads their portion of the caucus script caucus script refers to handouts on the information table
Chair and Educator	--->	use gubernatorial ballots that are in the tub
Tellers	--->	poll reporting instructions are on Site Captain's sheet
Chair and Educator	--->	election of precinct delegates and alternates
Registrar & Secretary create ballots	--->	blank paper in the tub is for making del & alt ballots
Tellers	--->	voting for dels & alts and ballot counting
Chair and Educator Distribute documents and give instructions	---> ---> --->	Convention Calls Declaration of Candidacy for State Delegate form dels & alts must sign Convention Call receipt form
Chair and Educator	--->	elect precinct officers
Convener Adjournment	--->	resolution forms
Site Captain collect all caucus material Site Captain or designee	---> --->	Bring the tub to Veritas Academy, 34888 Kable Ave, NB on February 7 at 6:30 pm