

| Site Manager Training Special Primary, 79th State Assembly Election April 6, 2021 | |
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| Day 1 - Chambers | Day 2 - Breakout Rooms |
| Introduction Ice Breaker 8:00 AM - 8:30 AM (30 min) | BMD Training ADA cart (pg. 38-58) (Setup/Teardown) 8:00 AM - 9:00 AM (60 min) |
| COVID-19 Health and Safety Protocols/Procedures (pg. 2-9) 8:30 AM - 9:00 AM (30 min) | |
| What's New this Election Pre-Election Tasks Diagram (pg. 10-14) 9:00 AM - 9:30 AM (30 min) | Site Manager - EPB Distribution 9:00 AM - 9:15 AM (15 min) |
| BREAK 1 9:30 AM - 9:45 AM (15 min) | EPB Training (Setup/ Voter Scenarios) Cradlepoint (pg. 59 + Training voters) 9:15 AM - 10:30 AM (75 min) |
| Stations and Responsibilities Opening the Polls First Voter (pg. 15-18) 9:45 AM - 10:30 AM (45 min) | |
| Assisting Voters Voter Work Flow (pg. 19-26) 10:30 AM - 12:00 PM (90 min) | BREAK 1 10:30 AM - 10:45 AM (15 min) |
| | Closing Procedures Practice 10:45 AM - 11:45 AM (45 min) |
| LUNCH 12:00 PM - 12:45 PM (45 min) | Room Reset Disinfect Setup for Mock 11:45 AM - 12:15 PM (30 min) |
| Assisting Voters Voter Work Flow Review 12:45 PM - 1:15 PM (30 min) | LUNCH 12:15 PM - 1:00 PM (45 min) |
| Special Circumstances- Voting Accessibility, Observers, Electioneering (pg. 29-35) 1:15 PM - 2:15 PM (60 min) | Mock Election Mock Election Debrief 1:00 PM - 2:00 PM (60 min) |
| | BREAK 2 2:00 PM - 2:15 PM (15 min) |
| BREAK 2 2:15 PM - 2:30 PM (15 min) | Comprehensive Review - Election Jeopardy 2:15 PM - 3:15 PM (60 min) |
| Closing the Polls (pg. 36-37 + Closing Checklist) 2:30 PM - 3:15 PM (45 min) | |
| Appendix (pg. 60-86) Debrief 3:15 PM - 4:00 PM (45 min) | Site Manager Script Training Materials 3:15 PM - 4:00 PM (45 min) |

Site Manager Yellow Packet

4:00 PM - 4:30 PM (30 min)

Debrief | Room Reset | Disinfect

4:00 PM - 4:30 PM (30 min)