

RLA Preparation Checklist

RLA Administrative Tasks (See Section 3 of [RLA Manual](#))

- ☐ Determining RLA location
- ☐ Discuss Ballot Chain of Custody with Clerk of Court
- ☐ Scheduling the public meeting
- ☐ Recruiting Audit Review Boards
- ☐ Practicing good ballot accounting and storage practices
- ☐ Send participant list (name, locality, email address) to ELECT. At least 2 people are recommended.

Ballot Manifest

- ☐ Create spreadsheet with 2 columns
 - Column A Batch Name
 - Column B Number of Ballots
- ☐ Remove any “total” calculation at the bottom of Column B
- ☐ Review Section 4.3 and/or 5.2.1 in the RLA Manual regarding the development of Ballot Manifest file(s), i.e., robust ballot manifest for US Senate and a condensed ballot manifest for US House
- ☐ Save Ballot Manifest as a csv. File
- ☐ Upload Ballot Manifest to Arlo

Candidate Totals by Batch (For Batch Comparison RLA ONLY)

- ☐ Create spreadsheet with a column for batch names, a column for each candidate, and a column for write-ins
 - Column A Batch Name
 - Column B, C, D, etc., Candidate Names and Write-In
- ☐ Review batch names and make sure to match the batch names on the Ballot Manifest
- ☐ Review Section 5.2.2 of the RLA Manual regarding development of the Candidate Totals by Batch
- ☐ Save Candidate Totals by Batch spreadsheet as a csv. File
- ☐ Upload Candidate Totals by Batch to Arlo