

Pre-adjournment Checklist

Check when done

Convention Call and record of Receipt

- Did every delegate get one and PRINT and SIGN name?

Money and PCR donations

- Collected and in Donation Envelope?

PCRC forms (and Caucus Books)

- Have Delegates been marked in left column?
- Have Alternates been marked and ranked?
- Have Precinct Officers been marked?
- Have ALL fields been filled in?
- Did Secretary and Convener sign at the bottom?

Those Cards

- Social Media / Volunteer Cards collected and in Ziploc bag?
- Did everyone get a Calendar Card?

Preference Poll related items

- Preference Poll results reported to Command Central?
- Used ballots in Ziploc bag?
- Un-used ballots in separate Ziploc bag?
- Voting Cards placed in Ziploc bag?

Miscellaneous

- Pens and Supplies in Ziploc bag?
- Room left clean and orderly?

Put everything back in the Packets and return everything to Command Central.