

Caucus 2016 Preparation Checklist

1. Caucus County:

a. How will the County Caucus?

____ Precinct ____ Legislative District

____ Ward ____ County

2. How many Caucus Locations will the county have?

a. Who will caucus at each location?

- i. Is there one leader and one secretary per Caucus unit (ex. per precinct or legislative district etc.)?

3. Do the caucus locations meet the following criteria:

a. Do the locations have internet access? ____ Yes ____ No

b. Are the locations ADA accessible? ____ Yes ____ No

4. Caucus Chair/Site Leader: _____

5. Caucus Secretary: _____

6. Data Manager: _____

a. Has the data manager been trained to enter data into the VAN? ____ Yes ____ No