



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: September 9, 2024

SUBJECT: [DUE TOMORROW!] MANDATORY SURVEY: Locality Use of Satellite Locations and Drop Boxes / Satellite Location Readiness Checklist for the November 2024 Elections

WHY THIS IS NEEDED:

1. ELECT needs to gather data on the use of early voting satellite locations and drop boxes across the state. Additionally, ELECT will post satellite voting locations and their days/hours of operation on its [website](#).
2. Administrative Code [1VAC20-70-60\(B\)](#) requires "...each locality must complete a readiness checklist for each satellite office location and submit the completed readiness checklist to the Department of Elections. The readiness checklist will be promulgated by the Department of Elections. The Department of Elections may deny a satellite office's ability to connect to VERIS or an electronic pollbook if a locality fails to timely complete the readiness checklist."

HOW THIS AFFECTS YOU: **All localities** must complete the survey below. **Even if you do not use satellite locations or drop boxes, you must indicate this in the survey.**

REMINDER: Starting in 2024, the Satellite Readiness Checklist was incorporated into the [Locality Use of Satellite Locations and Drop Boxes survey](#). Do NOT submit the paper version that used to be found in FormsWarehouse. Screenshots of the survey and the Readiness Checklist Addendum are attached.

ACTION ITEMS: **All Localities:**

- **By Tuesday, September 10, 2024:** Complete the [Locality Use of Satellite Locations and Drop Boxes survey](#).

CONTACT: **For Satellite Location Readiness matters:** londo.andrews@elections.virginia.gov

For Election Admin: EA@elections.virginia.gov

For all other matters:

Region 1 (Tidewater) Viki Mainwaring 804-593-2274 victoria.mainwaring@elections.virginia.gov

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ADVISORY NUMBER:

 **COMM-732** - [DUE TOMORROW!] MANDATORY SURVEY:
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Location Readiness Checklist for the November 2024 Elections
CLOSED