Appendix A: Schedule of Observable Activities*

	Activity	Time and Location
Pre-Election Activities	Voter Outreach presentations	August–October; for locations, check Outreach calendar on *sfelections.org*
	Logic and Accuracy (L&A) testing of voting equipment	Optech 400-C machines–Thursday, September 24, 8:30 a.m.–4:30 p.m. in the Department's Computer Room
		Optech Insight machines–Monday, September 28–Monday, October 5, 8:30 a.m.–4:30 p.m. at the Department's warehouse
		AVC Edge II machines–Thursday, October 1–Thursday, October 15 (except October 12 holiday), 8:30 a.m.–4:30 p.m. at the Department's warehouse
	Poll worker training	October 2–November 1 in City Hall
	Voting at the Voting Center	October 5–November 2 in the area in front of Room 48
	Sorting, scanning, and verifying signatures on returned vote-by-mail ballot envelopes	Upon arrival of voted ballots–until complete, in Room 48 and in the area in front of Room 59
	Opening of vote-by-mail ballot envelopes, ballot extraction, preparation of ballots for counting	October 20–until complete, in the area in front of Room 59
Election Day	Election Center: tracking and resolution of inquiries and issues	5:30 a.m.–until complete, in the area adjacent to the City Hall café
	Dispatch of standby poll workers	6 a.m.–8 p.m. in the South Light Court, City Hall
	Voting at 390 polling places	7 a.m.–8 p.m. Citywide
	Voting at the Voting Center	7 a.m.–8 p.m. in the area in front of Room 48
	Processing of vote-by-mail ballots	8:30 a.m.–until complete, in the Computer Room (tabulation can be viewed through the observation window)
Election Night	Data Collection Center: Receipt of memory packs and results cartridges from polling places	8:30 p.m.–until complete, at the McAllister Street entrance of City Hall
	Processing Center: receipt of ballots, rosters, and other materials from polling places	8:30 p.m.–until complete, at the Department's warehouse
	Election results reporting available from the following sources:	8:45 p.m.–until complete
	• *sfelections.org*	All results will be posted on the Department's website
	• San Francisco Government Television–SFGTV	Channel 26, will report results throughout the night

	• City Hall, North Light Court	Results will be broadcast as a banner during SFGTV programming and displayed on a large monitor; printed copies will be available at approximately 8:45 p.m., with updates at approximately 9:45 p.m., 10:45 p.m., and 11:30 p.m.
	• Department of Elections, City Hall, Room 48	Printed copies of results will be available and also posted outside the Department's office
Post-Election Canvass	Processing write-in votes; 1% manual tally of precinct and vote-by-mail ballots; remake of votes cast on AVC Edge II machines onto paper ballots.	November 4–until complete (no later than November 27), at the Department's warehouse
Post-Election Activities	Processing of vote-by-mail ballots dropped off at polling places or City Hall drop-off stations, and received in the mail within three days of Election Day; provisional ballots; ballots with write-in votes; and ballots cast on the AVC Edge II machines	November 4–until complete, in Room 59 and the Computer Room, schedule TBD
	Random selection of precincts for 1% manual tally	November 10, 10 a.m.–11 a.m. in Room 48
	Reporting of unofficial results at 4 p.m. on any day the Department counts ballots	November 4–until results are certified

*The schedule and locations of observable activities are subject to change.