



PRIVACY BOOTH CHECKLIST

SETUP

- 1. When you enter the polling place, you will find the Privacy Booths on a pallet.
- 2. Unstrap the booths from the pallet.
- 3. Remove the first booth and set on a table.
- 4. Retrieve cutters from Precinct Clerk, cut the zip tie on the Privacy Booth.
- 5. Pull the latches to the open position.
- 6. Pull the lid into the up position.
- 7. Pull the plastic flaps that keep the legs in place.
- 8. Take the legs and assemble them together.
- 9. Shut the lid and close the latches.
- 10. Turn the booth upside down (where the bottom is in the up position.)
- 11. Insert the legs into the bottom holes (twist legs while inserting to lock into position.)
- 12. With all legs inserted – flip booth over onto the legs.
- 13. Open the latches and lift the lid.
- 14. Lift the folded privacy screens and fit into place by setting the corner into the lid.
- 15. If there are any Privacy Booths not needed and remaining on the pallet leave the zip ties intact.
- 16. Place the pallet in an out of the way location.



PRIVACY BOOTH CHECKLIST

TEAR DOWN

- 1. Take the pallet and place in a central location.
- 2. Fold the privacy screens into the original position.
- 3. Close the lid and latch.
- 4. Flip booth upside down onto a table and remove the legs.
- 5. Dismantle the legs and set off to the side.
- 6. Open the lid and place folded legs back into the leg holder.
- 7. Close the leg holder plastic flaps.
- 8. Close and latch the lid.
- 9. **DO NOT ZIP TIE USED PRIVACY BOOTHS.**
- 10. Place the Privacy Booth back onto the pallet.
- 11. Make sure the booths are right side up and all handles face the same way.
- 12. Strap the pallet back up and tighten.

END