

Election Day Zone Sheet - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed Election Day operating package showing zone staffing, supporter follow-up, ride dispatch, incident escalation, and command-centre reporting.

Zone plan

Field	Completed entry
Zone	C - Riverside East
Zone lead	Rachel Singh - 506-555-0168
Staging site	44 Maple Avenue
Polls	12, 13, 14, 15
Identified supporters	1,084
Advance voted	328
Election Day universe	756
Volunteers / drivers	22 volunteers / 4 drivers

Reporting schedule

Time	Required report	Completed example
09:30	Opening coverage	All four polls open; two supporter calls unresolved.
12:00	Midday turnout / contact	214 confirmed voted; 318 reached; 9 ride requests.
15:00	Gap plan	Poll 14 lagging; moved four callers and one driver.
18:00	Final push	121 unconfirmed supporters prioritized by likelihood and availability.
Close	Final reconciliation	702 confirmed voted; 93% of reachable universe.

Zone assignments

Team	People	Assignment	Check-in
Call team A	6	Polls 12-13 unconfirmed supporters	Hourly
Call team B	5	Polls 14-15 unconfirmed supporters	Hourly
Ride desk	2 + 4 drivers	Dispatch, completion, accessibility notes	Continuous
Door team	4 pairs	High-priority no-contact supporters after 16:00	Every 45 min
Runner	1	Materials, incident support, food	As needed

Escalation matrix

Issue	First action	Escalate to
Poll location delay or closure	Confirm through official source; do not speculate.	Command centre + authorized legal contact
Voter asks eligibility question	Refer to election authority; do not provide legal advice.	Zone lead
Volunteer safety concern	End activity and move to safe location.	Zone lead + emergency services if needed
Data/app outage	Use printed priority list; record actions for later entry.	Data desk
Media inquiry	Collect contact details; make no statement.	Communications lead

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.