

## 2017 ELECTION CHECKLIST

DATE	TASK	COMPLETED
February 1, 2017	On or before, publish a notice identifying the municipal offices to be voted on, and the dates for filing a declaration of candidacy; publish notice according to <b>UCA 10-3-301</b> Notices must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
March 2017	Review State Legislative Bills passed which involve elections	
<i>Suggested Date</i> April 3, 2017	Send letter to School District Superintendent about need to schedule building(s) for election before school year ends (optional)	
End of April 2017	Bring City Code into compliance with any changes, if necessary	
<i>Suggested Date</i> May 2017	Prepare Candidates Guide (Optional)	
<i>On or before</i> May 1, 2017	If conducting an all by mail election, Recorder/Clerk must notify the Lt. Governor's Office and the County Clerk's Office HB230 (2017)	
<i>Suggested Date</i> May 1, 2017	Determine Consolidation of Voting Precincts <b>UCA 20A-5-301</b>	
May 8, 2017	Election officer shall have election notice prepared for military-overseas voters for their jurisdiction with all ballot propositions, federal, state and local offices expected to be on the ballot on the date of the election 100 days before election. <b>UCA 20A-16-502</b> . <i>This notice is already created for the February 1<sup>st</sup> deadline; the election officer only has to provide this notice if a UOCAVA voter asks.</i> Notices must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
<i>Suggested Date</i> May 2017	Schedule Facility(s) for election night results – both Primary & General Elections (Optional)	
<i>Suggested Date</i> May 2017	Coordinate with vendor for election equipment (if applicable)	
<i>Suggested Date</i> May 10, 2017	Schedule Polling Locations (School Principals, etc.)	
<i>Suggested Date</i> May 17, 2017	Send confirmation letter to Polling Locations (School Principals) that details the dates, times, and accommodations needed	

DATE	TASK	COMPLETED
<i>Suggested Date</i> May 2017	Call County Clerk to get number of registered voters per voting precincts	
<i>Suggested Date</i> May 2017	Send cover letter and application to Poll Workers used in last County election (Get list from County) and last municipal election	
<i>Suggested Date</i> May 26, 2017	Coordinate with contacts about doing Meet the Candidates Night for the General Election ( <i>optional</i> )	
June 1, 2017	Candidate Filing Period Begins. Declaration of Candidacy Forms or Nomination Petition must be filed in person with the City Recorder <b>UCA 20A-9-203.</b> <b>Recorder/Clerk shall adhere to requirements in UCA 10-3-301(2) regarding office hours during declaration of candidacy filing period.</b> Post candidate's name, office and campaign contact on city website within 3 days of declaration HB146 (2016)	
June 1, 2017	Send consolidation list and number of registered voters to printers ( <i>Suggested Date</i> )	
June 1, 2017	Email the County a copy of the Consolidated Voting Districts ( <i>Suggested Date</i> )	
<i>Suggested Date</i> June 1, 2017	Order large County Voting District Maps and Consolidated Voting District Maps	
<i>Suggested Date</i> June 2017	Put notice in newspaper - Poll Workers of Election Needed	
<i>Suggested Date</i> June 2017	Inventory Ballot Boxes, Flags, Voting Booths and Signs	
<i>Suggested Date</i> June 2017	Mail election Poll Worker letters (regular Poll Workers, supply Poll Workers, & alternate Poll Workers), Invitation to training, list of candidates, and list Poll Workers working with them as applicable)	
June 7, 2017	Candidate Filing Period closes <b>UCA 20A-9-203</b>	
June 7, 2017	Send Candidate list to Lt. Governor's Office. Election officer must use the master ballot position list (random selection) to determine the order in which to list the candidates on the ballot. <b>UCA 20A-3-305</b> – <i>You can find the 2016-2017 Master Ballot Position List at:</i> <a href="https://elections.utah.gov/Media/Default/2016%20Election/2016-2017%20Master%20Ballot%20Position%20List.pdf">https://elections.utah.gov/Media/Default/2016%20Election/2016-2017%20Master%20Ballot%20Position%20List.pdf</a>	
June 7, 2017	Send Candidate list to County Clerk	
June 7, 2017	Send Candidate list to printer for ballot printing	
June 7, 2017	Publish names of candidates as they will appear on the ballot in at least two successive publications of a newspaper ( <i>Immediately after the declaration period closes on June 7</i> ) <b>UCA 20A-9-203(8) &amp;(9)</b>	

DATE	TASK	COMPLETED
June 12, 2017	Last day for submitting a written objection to a candidate filing – 5 days after end of declaration of candidacy. <b>UCA 20A-9-203(11)(a)</b>	
<i>Suggested Date</i> June 13- 15, 2017	Plan and prepare Candidates Orientation, including orientation packets and information. Order food for orientation ( <i>if applicable</i> )	
<i>Suggested Date</i> June 15, 2017	Candidate Orientation Meeting	
June 30, 2017	Ballots must be transmitted to Military and Overseas voters that have requested a ballot (45 days before election) <b>UCA 20A-16-403</b>	
July 3, 2017	Deadline for candidates to submit 200-word blurb for State website and voter information pamphlet (45 days prior to primary) <b>UCA 20A-7-801(4)(a)(ii)</b>	
July 3, 2017	Mail out Poll Worker training session letter to Poll Workers	
<i>Suggested Date</i> July 3, 2017	Prepare information packets and handouts for Poll Workers training (presentation summary, appointment cards, and poll workers instruction) ( <i>optional</i> )	
<i>Suggested Date</i> July 6, 2017	Contact staff/parks supervisor/public works about getting assistance in booth, ballot box, and flag delivery ( <i>optional</i> )	
<i>Suggested Date</i> July 6, 2017	Send reminder postcards to schools about primary election if primary is needed ( <i>optional</i> )	
<i>Suggested Date</i> July 6, 2017	Check the list for precinct supplies and order anything needed. ( <i>optional</i> )	
<i>Suggested Date</i> July 13, 2017	Poll Worker Training Session	
July 16, 2017	Last day a resident can establish residency ( <i>30 days before primary</i> ) <b>UCA 20A-2-101</b>	
July 17, 2017	Last day the County will accept <u>mail-in</u> voter registration forms for the Primary Election ( <i>30 days before election</i> ) <b>UCA 20A-2-102.5(2)</b>	
July 25, 2017	Absentee Ballots to be mailed 21 days before election day. <b>UCA 20A-3-305(1)(b)</b> <b>NOTE:</b> Absentee Ballots can be requested in person up through the <u>Thursday</u> before election day (August 10) <b>UCA 20A-3-306(2)</b> <b>NOTE:</b> If conducting an entire election by mail (absentee ballot) the election officer shall adhere to requirements in <b>UCA 20A-3-302, 605</b>	
July 25, 2017	Mail Sample Ballot for primary election to candidates and Lt. Governor's Office, also post in office ( <i>seven days before the commencement of voting – early voting begins August 1, 2017</i> ) <b>UCA 20A-5-405</b>	

DATE	TASK	COMPLETED
July 25-September 5, 2017	Election officer shall notify a voter if the voter's absent-ballot has been rejected and specify the reason for the rejection. Before Election Day contact the voter via text or email within 1 day of rejection or contact the voter via phone or mail within 2 days of rejection. On Election Day contact the voter within 7 days. After Election Day contact the voter within 7 days after the canvass. HB12 (2017)	
Submission Deadline July 26, 2017 Suggested Publication Date July 28, 2017	Publish notice about electronic voting equipment test ( <i>must publish at least 48 hours before test</i> ) UCA 20A-4-104(1)(b)	
Publication Date on or before July 27, 2017	Publish notice about early voting – dates, times and locations ( <i>five days before the date early voting begins</i> ) UCA 20A-3-604 If polling locations are added or changed notify the Lt. Governor's Office and the County Clerk's Office, post changes to city website, and post notice at new and old polling locations HB218 & SB128 (2017)	
July 31, 2017	Election officer shall have election notice prepared for military-overseas voters for their jurisdiction with all ballot propositions, federal, state and local offices expected to be on the ballot on the date of the election 100 days before election. UCA 20A-16-502 Notices must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
Suggested Date July 31, 2017	Mail reminder about Campaign Finance Statement deadline to candidates ( <i>seven days before primary election</i> )—include additional forms. UCA 10-3-208. Candidates who receive or spend \$500 or more can no longer aggregate funds	
July 31 or before	The governing body shall appoint three poll workers and an alternate for each polling place ( <i>at least 15 days before the election</i> ) UCA 20A-5-602	
July 31, 2017	Last day the County Clerk can register voters in office and online and voters may still vote early. UCA 20A-2-201, 206	
Suggested Date July 31, 2017	Put together precinct supplies for early voting ( <i>optional</i> )	
July 31, 2017	<i>When using voting centers</i> - notify Lt. Governor's office of voting center designation and locations for election day UCA 20A-3-703	
August 1, 2017	Early Voting Begins UCA 20A-3-601 ( <i>Optional early voting for fifth class municipality or town</i> - UCA 20A-3-605) <b>NOTE:</b> A municipality that administers an election entirely by absentee ballot is not required to conduct early voting for the election. An election officer may extend the end of the early voting period to the day before the election date if the election officer provides notice of the extension in accordance with Section 20A-3-604 HB105 (2017)	

DATE	TASK	COMPLETED
<i>Suggested Date</i> August 1, 2017	Poll Worker Training Session #2 ( <i>optional</i> )	
<i>Suggested Date</i> August 1, 2017	Publish Notice of Election (Date, Time, Locations, Voting Requirements, Sample Ballot) ( <i>must publish at least 2 days before election</i> ) <b>UCA 20A-5-405(1)(j)(iii)</b> <b>UCA 20A-5-101</b> Notices must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
<i>Suggested Date</i> August 7, 2017	Send staff/parks supervisor/public works the delivery sheets for election equipment ( <i>optional</i> )	
August 8, 2017	Each candidate who will participate in the municipal primary shall file a campaign finance statement with the recorder/clerk no later than seven days before the primary election. <b>UCA 10-3-208(3)(b)</b> Candidates who receive or spend \$500 or more can no longer aggregate funds	
	Select prec canvass team ( <i>optional</i> )	
<i>Suggested Date</i> August 8, 2017	Begin assembling the precinct packets (election supplies) ( <i>optional</i> )	
August 8, 2017	Last day a voter may register at County Clerk's office and vote in Primary Election. They cannot vote early. <b>UCA 20A-2-201</b>	
August 8, 2017	Last day a voter may register <u>online</u> and vote in the Primary Election. They cannot vote early. <b>UCA 20A-2-206</b>	
August 10, 2017	Post Campaign Finance Statements online - Send link to Lt. Governor's office <b>UCA 10-3-208</b>	
<i>Suggested Date</i> August 10, 2017	Poll Worker Training Session #3 ( <i>optional</i> )	
<i>Suggested Date</i> Before August 10, 2017	Toward the end of early voting, have the poll workers begin the list per precinct of all early voters ( <i>optional</i> )	
August 10, 2017	Pick up Official Registers from County if available ( <i>not statutory date; to be delivered by noon on the day before the election</i> ) <b>UCA 20A-5-205</b>	
August 10, 2017	Last day to request Absentee Ballot in person ( <u>Thursday</u> before election day) <b>UCA 20A-3-306(2)(a)(i)</b>	
August 11, 2017	Last day to vote early <b>UCA 20A-3-601</b>	
<i>Suggested Date</i> August 11, 2017	Prepare for electronic voting equipment test	
August 14, 2017	Put Early Voting and Absentee Voters lists in with election supplies ( <i>not statutory date</i> )	
August 14, 2017	Deliver voting booths; deliver ballot boxes before noon on the day before election <b>UCA 20A-5-407</b>	

DATE	TASK	COMPLETED
August 14, 2017	Electronic voting equipment test	
August 14, 2017	Deliver ballots and election supplies to each Poll Managers/Workers <b>UCA 20A-5-406</b>	
<b>August 15, 2017</b>	<b>Primary Election Day UCA 20A-1-202</b>	
August 16, 2017	Pick up voting booths, boards, ballot boxes, flags and signs from polling locations	
August 16, 2017	On the day after the election, the election officer shall determine the number of absentee and provisional ballots received at that time and shall make that number available to the public. <b>UCA 20A-3-309 UCA 20A4-202</b>	
August 16 - 28, 2017	On each day, beginning on the day after the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all absentee and provisional ballots counted on that day. <b>UCA 20A-3-309</b>	
	Conduct prec canvass with 5 member committee ( <i>optional</i> )	
<i>Suggested Date</i> August 17 - 28, 2017	Recorder/clerk to review results of prec canvass, identify problem areas, get answers to questions, and prepare memorandum to council of all differences noted and changes made	
August 22, 2017	Post list of Provisional Ballots numbers to the <i>webpage (requirement for county clerk, optional for municipality)</i> <b>UCA 20A-6-105.5</b>	
August 29, 2017	City Council canvasses election returns from Primary <b>UCA 20A-4-301-304</b> <b>UCA 20A-16-408 states that a military-overseas ballot is valid if it is received up through 13 days after the election. With that in mind if there are outstanding military ballots a city really cannot canvass until 14 days after the date of election.</b>	
August 29, 2017	File a copy of the certified report of the election results with the Lieutenant Governor ( <i>within 14 days after the date of the election</i> ) <b>UCA 20A-4-304</b>	
August 30, 2017	Mail successful candidates each a Certificate of Nomination <b>UCA 20A-4-304(2)(c)(ii)</b>	
August 30, 2017	Publish Certification of Primary Election <b>UCA 20A-4-304(2)(c)(iii)</b>	
<i>Suggested Date</i> August 30, 2017	Send candidate list to programmer for ballot programming	
<i>Suggested Date</i> August 29 - 31, 2017	Send candidate list to printer for ballot printing	
September 5, 2017	If a municipality is subject to a ballot proposition - Arguments for or against a ballot proposition – an eligible voter shall file a request with the election officer at least 65 days before the election. <b>UCA 20A-7-402</b>	
September 5, 2017	Last day a legislative body can officially approve (via resolution) and submit a ballot proposition for inclusion on the general election ballot <b>UCA 20A-6-106</b>	

DATE	TASK	COMPLETED
September 8, 2017	Last day a write-in candidate can file, 60 days before the general election. <b>UCA 20A-9-601</b>	
September 8, 2017	Deadline for municipal General Election candidates to submit 200-word blurb for State website and voter information pamphlet (60 days prior to general election) <b>UCA 20A-7-801(4)(a)(ii)</b>	
September 14, 2017	Candidates who were eliminated at the primary election must submit a financial disclosure report 30 days after the primary election <b>UCA 10-3-208(3)(d)</b> Candidates who receive or spend \$500 or more can no longer aggregate funds	
September 22, 2017	Ballots must be transmitted to Military and Overseas voters that have requested a ballot (45 days before election) <b>UCA 20A-16-403</b>	
September 25, 2017	Rebuttal arguments for ballot propositions must be submitted to the election officer <b>UCA 20A-7-402(3) &amp; UCA 59-1-1604(3)</b> . Election officer must send the arguments to the Lt. Governor's Office for inclusion on the State website.	
September 25, 2017	This is the first day that a voter information pamphlet may be sent to voters (if applicable) <b>UCA 20A-7-402(7)(a)</b> Pamphlets must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
	Coordinate with programmer for electronic test date & time	
October 8, 2017	Last day a resident can establish residency (30 days before election) <b>UCA 20A-2-101</b>	
October 10, 2017	Deadline to have Sample Ballot emailed, mailed or faxed to the Lt. Governor's Office.	
October 10, 2017	Last day the County will accept <u>mail-in</u> voter registration forms for the General Election (30 days before election) <b>UCA 20A-2-102.5(2)</b>	
October 15, 2017	Last day that a candidate can withdraw (in writing) <b>UCA 20A-9-203(12)</b>	
October 17, 2017	Absentee Ballots to be mailed 21 days before election day. <b>UCA 20A-3-305(1)(b)</b> <b>NOTE:</b> Absentee Ballots can be requested in person up through the <u>Thursday</u> before election day (August 6) <b>UCA 20A-3-306(2)</b> <b>NOTE:</b> If conducting an entire election by mail (absentee ballot) the election officer shall adhere to requirements in <b>UCA 20A-3-302, 605</b>	
October 17, 2017	Mail Sample Ballot for general election to candidates and Lt. Governor's Office, also post in office (seven days before the commencement of voting – early voting begins October 24, 2017) <b>UCA 20A-5-405</b>	
October 17 – November 28, 2017	Election officer shall notify a voter if the voter's absent-ballot has been rejected and specify the reason for the rejection. Before Election Day contact the voter via text or email within 1 day of rejection or contact the voter via phone or mail within 2 days of rejection. On Election Day contact the voter within 7 days. After Election Day contact the voter within 7 days after the canvass. <b>HB12 (2017)</b>	

DATE	TASK	COMPLETED
October 18, 2017	Last day a municipal legislative body can pass a resolution to cancel the election. <b>UCA 20A-1-206(1)(c)</b>	
<i>Publication Date on or before</i> October 19, 2017	Publish notice about early voting – dates, times and locations ( <i>five days before the date early voting begins</i> ) <b>UCA 20A-3-604</b> If polling locations are added or changed notify the Lt. Governor’s Office and the County Clerk’s Office, post changes to city website, and post notice at new and old polling locations HB218 & SB128 (2017)	
October 23, 2017	Last day to send out voter information pamphlets (if applicable) <b>UCA 20A-7-402(7)(a)</b> Pamphlets must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
October 23, 2017	Last day the County Clerk can register voters in office or online and voters may still vote early. <b>UCA 20A-2-201, 206</b>	
October 23, 2017	<i>When using voting centers</i> - notify Lt. Governor’s office of voting center designation and locations for election day <b>UCA 20A-3-703 &amp; 704</b>	
<i>Suggested Date</i> October 24, 2017	Mail reminder about Campaign Finance Statement deadline to candidates—include additional forms. <b>UCA 10-3-208</b> Candidates who receive or spend \$500 or more can no longer aggregate funds	
<i>Suggested Date</i> October 23, 2017	Put together Precinct Supplies for Early Voting ( <i>optional</i> )	
October 23 or before	The governing body shall appoint three poll workers and an alternate for each polling place ( <i>at least 15 days before the election</i> ) <b>UCA 20A-5-602</b>	
October 24, 2017	Early Voting Begins <b>UCA 20A-3-601 (Optional early voting for fifth class municipality or town - UCA 20A-3-605)</b> <b>NOTE:</b> A municipality that administers an election entirely by absentee ballot is not required to conduct early voting for the election. An election officer may extend the end of the early voting period to the day before the election date if the election officer provides notice of the extension in accordance with Section 20A-3-604 HB105 (2017)	
<i>Suggested Date</i> October 30, 2017	Publish Notice of General Election (Date, Time, Locations, Voting Requirements, Sample Ballot) ( <i>must publish at least 2 days before election</i> ) <b>UCA 20A-5-405(1)(j)(iii)</b> <b>UCA 20A-5-101</b> Notices must include references to <a href="http://vote.utah.gov">vote.utah.gov</a> and municipal election website for polling location update, and a phone number for polling location information SB128 (2017)	
<i>Suggested Publication Date</i> October 30, 2017	Publish notice about electronic voting equipment test ( <i>must publish at least 48 hours before test</i> ) <b>UCA 20A-4-104</b>	



DATE	TASK	COMPLETED
October 31, 2017	Each candidate who is not eliminated in the municipal primary shall file a campaign finance statement with the recorder no later than seven days before the general election, and no later than 30 days after the general election. <b>UCA 10-3-208(3)</b> Candidates who receive or spend \$500 or more can no longer aggregate funds	
<i>Suggested Date</i> October 31, 2017	Send Staff/Parks Supervisor/Public Works the delivery sheets for election equipment ( <i>optional</i> )	
<i>Suggested Date</i> Before October 31, 2017	Toward the end of Early Voting, have the poll workers begin the list per precinct of all early voters ( <i>optional</i> )	
October 31, 2017	Last day a voter may register at County Clerk's office and vote in the General Election. They cannot vote early. <b>UCA 20A-2-201</b>	
October 31, 2017	Last day a voter may register <u>online</u> and vote in the General Election. They cannot vote early. <b>UCA 20A-2-206</b>	
<i>Suggested Date</i> Oct 30 – Nov 3, 2017	Begin assembling the precinct packets (election supplies)	
November 1, 2017	Pick up Official Registers from County if available ( <i>not statutory date; to be delivered by noon on the day before the election</i> ) <b>UCA 20A-5-205</b>	
November 1, 2017	Post Campaign Finance Statements online - Send link to Lt. Governor's office. <b>UCA 10-3-208</b>	
November 2, 2017	Last day to request Absentee Ballot in person ( <u>Thursday</u> before election day) <b>UCA 20A-3-306(2)(a)(i)</b>	
November 3, 2017	Last day to vote early <b>UCA 20A-3-601</b>	
	Select prec canvass team ( <i>optional</i> )	
<i>Suggested Date</i> November 3, 2017	Prepare for electronic voting equipment test	
November 6, 2017	Deliver ballots and election supplies to Poll Managers/Workers <b>UCA 20A-5-406</b>	
November 6, 2017	Electronic voting equipment test	
November 6, 2017	Deliver voting booths; deliver ballot boxes before noon on the day before election <b>UCA 20A-5-407</b>	
<b>November 7, 2017</b>	<b>General Election Day UCA 20A-1-202</b>	

DATE	TASK	COMPLETED
November 8, 2017	Pick up voting booths, boards, ballot boxes, flags and signs from polling locations	
November 8, 2017	On the day after the election, the election officer shall determine the number of absentee and provisional ballots received at that time and shall make that number available to the public. <b>UCA 20A-3-309 UCA 20A4-202</b>	
November 8 – 20, 2017	On each day, beginning on the day after the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all absentee and provisional ballots counted on that day. <b>UCA 20A-3-309</b>	
<i>Suggested Date</i> November 8 – 15, 2017	Process Poll Worker vouchers	
	Conduct prec canvass with 5 member committee ( <i>optional</i> )	
<i>Suggested Date</i> November 9 – 20, 2017	Recorder/clerk to review results of prec canvass, identify problem areas, get answers to questions, and prepare memorandum to council of all differences noted and changes made	
November 14, 2017	Post list of Provisional Ballots numbers to the <i>webpage (requirement for county clerk, optional for municipality)</i> <b>UCA 20A-6-105.5</b>	
November 21, 2017	City Council canvasses election returns from General Election <b>UCA 20A-4-301-304</b> <b>UCA 20A-16-408 states that a military-overseas ballot is valid if it is received up through 13 days after the election. With that in mind if there are outstanding military ballots a city really cannot canvass until 14 days after.</b>	
November 21, 2017	File a copy of the certified report of the election results with the Lieutenant Governor ( <i>within 14 days after the date of the election</i> ) <b>UCA 20A-4-304</b>	
November 22, 2017	Mail Certificate of Election form and Final Election Results to successful Candidates <b>UCA 20A-4-304</b>	
November 22, 2017	Publish Certification of Results of General Election <b>UCA 20A-4-304 (2)(c)(iii)</b>	
November 22 – December 1, 2017	Transmit the checked official registers to the county clerk ( <i>within 10 days of after the canvass</i> ) <b>UCA 20A-4-305</b>	
<i>Suggested Date</i> November 23, 2017	Mail final reminder--IF NEEDED--to any candidates who have not turned in their Campaign Finance Statement	
December 7, 2017	Deadline for Campaign Finance Statements for candidates in the General Election ( <i>30 days after the election unless municipality has adopted their own ordinance</i> ) <b>UCA 10-3-208</b> Candidates who receive or spend \$500 or more can no longer aggregate funds	

DATE	TASK	COMPLETED
	Official election returns are to be kept sealed and in a safe place for 22 months <b>UCA 20A-4-202(2)</b>	
December	Conduct City Council Elect Orientation	
December	Make Invitations and Programs for Oath of Office Ceremony	
December	Send Invitations to Councilmembers-Elect for Oath of Office Ceremony	
December	Notify Press of Oath of Office Ceremony	
December	Order refreshments for Oath of Office Ceremony ( <i>optional</i> )	
January 2, 2018 or as soon thereafter as practical	Oath of Office Ceremony	
January 2018	Destroy 2015 Nonpermanent election documents	