

# A UK Parliamentary general election – are you ready?

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## Checklist

### Key points for Acting Returning Officers:

1. You are only as good as your team
2. Planning
3. What's new or different?
4. Election accounts
5. Contingency – managing risk
6. Insurance
7. Remember, outsourcing production does not mean outsourcing the responsibility
8. How will you manage the count?
9. Combination
10. Review – learning the lessons

Election  
essentials...

The  
Electoral  
Commission



Essentials of effective  
election management:

Planning for a UK Parliamentary  
general election

The  
Electoral  
Commission

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Commission

So, are you ready?



# The Electoral Commission

The election  
team ... !



# The Electoral Commission

## Managing suppliers



- Are you outsourcing production?
  - Poll cards
  - Ballot papers
  - Postal votes
- Have you identified a supplier?
- Do you have a contract?

# The Electoral Commission

When will you  
count, and how  
will you  
manage this  
event?



- Other guidance and resources:
- ARO guidance manual
  - Template plans
  - Contract checklist (new)
  - Count management pack including process and all documentation (new)
  - Polling station handbooks and polling station support pack
  - Doubtful ballot paper guidance
  - Candidates and agents guidance
  - Nomination and associated forms (new)

# Remember...

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)