

# Ballot Proofing Checklist

## QUESTIONS TO ASK WHEN PROOFING BALLOTS:

---

**Does my candidate's name appear with the correct spelling in every county?** The official forms you have submitted, such as a Declaration of Candidacy, typically determine the spelling of your candidate's name on the ballot. Make sure the name matches.

**Do the contests and candidates appear in the right order?** Check state law to verify the order of both the offices and the names on the ballot.

**Are there any contests in the same column as the instructions?** Voters often skip contests when they are buried below a lengthy set of instructions. Confirm that no contests appear in the same column as the instructions.

**Are there any contests that span more than one column?** All of the candidates for a particular office should appear in the same column. Confirm that no contest is split across multiple columns.

**Are multiple contests appearing on the same electronic voting screen?** If you are able to proof electronic ballot versions, ensure that there is one contest per screen.

**Is there more than one language and are any translations accurate?** A ballot with more than two languages can be confusing. Ensure that no more than two languages appear on the same ballot and confirm that all translations are accurate.

**Is anything else on the ballot confusing?** Every ballot presents its own issues and it's easy to miss a problem if you've been staring at the ballot for long enough. Before completing your review, ask a fellow staffer to review and assess if there are any other concerns.

### CONNECT WITH US!

Have questions? Need help?  
Please reach out to us at:

[ballotquestions@digidems.com](mailto:ballotquestions@digidems.com)