**Sample Unassembled Caucus Tick Tock**

**2:30 –** District members arrive at Caucus location and begin set-up. Chair for greeter, 2-3 tables for check in, podium?, chairs (3 reserved seats – candidates & timekeeper)

**3:00 –** Volunteers and DPVA representatives arrive at Caucus location and complete set-up.

**3:30 –** Caucus set-up is complete; Sergeant-at-Arms clears room of all persons except volunteers and official campaign representatives; Caucus Chair walks official campaign representatives through the process.

**3:45 –** Tellers Committee ensures the ballot box is empty and seals it.

**4:00 – 7:00 –** Caucus participants vote.

**4:00 –** Sergeant-at-arms open doors to caucus location.

**6:55** – Sergeant-at-arms gives 5-minute warning

**7:00 –** Sergeant-at-arms determines the last eligible participant.

**At 7PM or after the last eligible participant has entered the Caucus room -**

Sergeant-at-arms closes the door to the caucus.

* Once all of the ballots have been cast, the Chair will call for the Tellers Committee to tally the votes.
* At the conclusion of tallying, the Chair of the Tellers Committee will present the results to the Chair of the Caucus. The Caucus Chair will announce the results.

**After the caucus adjourns –** Caucus volunteersclean up. Certification of Caucus is taped to the outside of the ballot box.

**Once the ballot box is sealed –** Chair or her designee delivers the ballot box to DPVA.