Checklist of Information for attendees at the verification and count

Venue and Access Arrangements	✓
Count venue location/map	
Timing of the verification and count	
Disabled access	
Access requirements and ID (e.g. accreditation/photo ID/letters)	
Layout plan with key areas of interest for agents/observers	
List of polling stations and ballot box numbers	
Dos and Don'ts for attendees (policy on photography/social media/drinking/smoking)	
Requirement of secrecy	
Emergency exits/evacuation procedure	
Parking facilities	

Facilities	✓
Refreshments	
Media area/press room	
Toilets including disabled toilets	
Public announcement system – when will this be used?	
Are there TVs to allow attendees to follow results elsewhere?	

Roles and responsibilities	✓
Identify the Counting Officer and other key members of staff	
(You may wish to provide photographs to help attendees identify you at the count)	
Explain the role of the Counting Officer and other key staff	
Provide details of who will be available to answer questions and act as liaison	

Postal votes	✓
Process for the final opening of postal votes	

The verification	✓
Outline the process of verification and what those in attendance will see	
Explain how the local verification will be reported to the CCO's Count Collation team	
Process for supplying counting agents with the verification statement	

The count	✔
Outline the process of the count and what those in attendance will see	
Explain the process and principles for adjudicating doubtful ballots	
Provide copies of examples of doubtful ballots (e.g. CCO's placemat)	
Explain procedure for reporting to the CCO 's Count Collation team	
Explain process for recounts	
Explain procedure for the result declaration	
Advise whether the main campaigns will be allowed to make a speech	