

November 6-10		Bonnie Flex Fridays & a.m.	Eric	Heather Flex/Remote at 2	Jen 8 - 6:30/6:15 T-F	Jim Remote Mondays	Nikki Flex/Remote Tues/Thurs	Thomas	Maribeth Later/Less Congested Bus
Monday	8-11	Minneapolis – Shadowing IPAV & Election Prep	Front & Center	Incoming 8-11, Phones 12-1	Flex/Off Most of Day Records Requests	Remote SVD Facility Scheduling, Phones 11-12, 1-2 Remodeling Update, Incoming 2-4:30	EO Scheduling Preparations	MUNIS	Minneapolis – Shadowing IPAV & Election Prep
	11-12		Lunch					Counter	
	12-1		Counter					Lunch	
	1-2		Elections	Elections					
	2-4:30		Mail Pick Up, Postings, Contracts	Flex/Remote Committee Staff Project				Front & Center	
Tuesday	8-11	Minneapolis – Shadowing Election Operations	Late Start 12 - Democracy Project, Incoming 2-4:30 Council Meeting	Incoming 9-12	Flex/Remote Incoming 8-9, 9-10 Next Request Demo, Phones 12-1, E-mail Clean-Up, Off Late Afternoon	9 – MMT, 10:30 Quick Mural Approval via Zoom, Picnic Beer Check, License Pending Tray	Flex/Remote WisVote Matches, Pending Absentee Requests, 2-3:30 Darbo Worthington NRT, if available	Front & Center	Minneapolis – Shadowing Election Operations
	11-12							Counter	
	12-1							Lunch	
	1-2							Equity	
	2-4:30		Mail Pick Up, Postings, Contracts	Flex/Remote Committee Staff Project				Council Registrations	
Wednesday	8-11	9-10:30 Balsam/ Russett NRT, Heading Back from Minneapolis	Flex/Late Start Council Proceedings, 1-2 Modus Refresher, Council Budget Agendas, Incoming 3-4:30	Incoming 8-11, Phones 12-1	Phones 11-12, 1-2 Modus Refresher, Incoming 2-3, 3-4:30 Leopold NRT	ALRC Agenda	Front & Center	SVD Supply Kits	Heading Back from Minneapolis
	11-12							Counter	
	12-1							Lunch	
	1-2							Modus Refresher	
	2-4:30							Postings, Contracts	
Thursday	8-11	Flex/Remote 8-9:30 UWGB Polling Place Set-Up, 10-11 YWCA Debrief, 3:30-7 UWGB Reconciliation Training	8-9:30 UWGB Polling Place Set-Up, Phones 12-1, Council Budget Agendas	Front & Center	8-9:30 UWGB SVD Training, Phones 11-12, Records Requests, Incoming 2-4:30	Incoming	Flex/Remote EO Scheduling Preparations, 3:30-7 UWGB Reconciliation Training	UWGB Observer Training	Off 1-2:30 Owl Creek NRT
	11-12							Lunch	
	12-1							Counter	
	1-2							Records	
	2-4:30							Mail Pick Up, Postings, Contracts	
Friday	8-11	Flex/Remote Social Media Planning	Postings, Contracts	Incoming 8-11	8-12 UWGB Tabletop, Incoming 2-4:30	Accela Guide for Processing License Applications, Phones 11-1, ALRC Post-Council Follow-Through, Accela Clean-Up	WisVote Tower	Front & Center	8-12 UWGB Tabletop Off
	11-12							Lunch	
	12-1							Counter	
	1-2							Administration	
	2-4:30							Move Voter Outreach Materials from Large Jewel Box to Small Jewel Box (make space for interviews)	

Front & Center: Counter, Scans, Rush Contracts ★ Incoming: Hunt Group, Shared E-mail ★ Postings: Meetings, Online Operators, Accela Postings ★ Contracts: Electronic Routing, Contracts Basket, Print Completed Contracts