Filing Day Checklist

Use this checklist to ensure your filing day goes smoothly and successfully. Move through each section carefully and check off each item once completed.

☐ Confirmed Appointment or Office Hours

You verified when and where you are submitting your paperwork.

- Office address: _____
- Office hours: _____
- Appointment required: Yes / No
- Appointment time (if applicable): _____

You are not relying on assumptions.

☐ Brought All Required Documents

You arrived with a complete and organized filing packet.

Confirm you brought:

☐ Petition forms
☐ Candidate filing form
☐ Treasurer appointment form
☐ Committee registration (if required)
☐ Filing fee (if required)
☐ Government-issued ID (if required)
☐ Copies for your records

You are fully prepared at the counter.

☐ Arrived Early

You arrived with buffer time before closing or appointment.

- Arrival time: _____
- Deadline time: _____

You eliminated last-minute stress.

☐ Submitted Documents Successfully

Your paperwork was reviewed and accepted.

- Submission accepted: Yes / No
- If corrections were needed, describe: _____

You confirmed receipt before leaving.

☐ Secured Proof of Filing

You obtained confirmation of submission.

- Stamped copy received: Yes / No
- Receipt provided (if applicable): Yes / No
- Confirmation email received: Yes / No

You have documentation for your records.

☐ Confirmed Ballot Status

You verified next steps after filing.

- Next confirmation date (if applicable): _____
- Official certification process explained: Yes / No

You understand what happens next.

☐ Announced Filing Publicly

You shared your filing milestone strategically.

☐ Posted on social media
☐ Notified supporters
☐ Sent email update
☐ Notified press (if appropriate)

You used this moment to build visibility.

☐ Reflected on the Milestone

After filing:

- I feel: _____
- Biggest lesson from the process: _____
- Momentum I'm building from here: _____

You acknowledged the transition from prospective candidate to official candidate.

☐ Confirmed Transition to WIN Phase

After completing filing:

☐ I am officially on track to appear on the ballot.
☐ I am waiting for formal certification.

You are ready to shift from qualification to competition.

Before moving forward:

If your filing has been accepted and confirmed, you are ready to enter the WIN Phase — starting with building visibility and launching publicly.