

IMPORTANT INFORMATION WHEN REQUESTING A MOBILE UNIT EVENT

Please read before requesting an event.

When requesting an event, you must:

- Request the event a minimum of 2 weeks in advance.
- Provide the date, time, name of the event if any and location (physical address).
- Provide brief description of the event.

(Note: The Elections Division will be driving an SUV/vehicle which requires the event to be setup inside a building or outside under a tent or other shelter.)



After requesting an event, you must:

- Confirm with the Elections Division staff that the mobile unit will be available on that date and time for that location. (The Elections Division will contact you concerning the event. Events are not automatically scheduled when requesting through online portal.)
- Confirm with your location the date and time of the event. (You must have permission from the facility to host your event at that location and adequate permits, if applicable.)
- Make sure the location is adequate to hold the event.
 - Electrical access
 - Restrooms
 - If an outdoor event, shelter from the weather (tent, under an awning, etc.) or a plan to move event inside a building in case of rain.
 - Adequate space for equipment (We need two tables to setup for computer equipment and voter registration materials.)
 - Examples of locations: city hall/town hall, community center, public library, and park pavilion.
- Immediately contact the Elections Division if the event is cancelled.

If you have any questions, please contact the Elections Division at (334) 242-7210.

