

Acceptance check list

Candidate name:	
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Eligibility check

<input type="radio"/>	Ensure the nomination form is dated and signed by the candidate or a separate acceptance of nomination letter has been provided.
<input type="radio"/>	Check that a separate elector has nominated the candidate (can't be the candidate).
<input type="radio"/>	Check that the full name, address and contact details of both the candidate and nominator are shown.
<input type="radio"/>	Confirm the candidate and nominator are enrolled electors and are listed on the Central Lakes Trust electoral roll. Note their Elector numbers from the electoral roll in the spaces below:
Candidate Elector No:	Nominator Elector No:

If either the candidate or nominator are not listed on the preliminary electoral roll, please ring electionz.com on 0800 666 033. They will contact the registrar of electors to check for enrolment (may be a late enrolment or listed on the unpublished electoral roll).

<input type="radio"/>	Check that the evidence of residence is recent (within last 2 months). Seek alternative document if not.
<input type="radio"/>	Check that the name the candidate wishes to show on the voting paper is indicated. If not, the candidate's full name will be listed.

Candidate profile

Has the candidate supplied a candidate profile?	Yes <input type="radio"/>	No <input type="radio"/>
Has the candidate supplied a soft (digital) copy of the candidate profile?	Yes <input type="radio"/>	No <input type="radio"/>
<input type="radio"/> Check that the candidate profile is 150 words or less and in plain text (any bullet points, bolding, italics etc will not be shown on the printed profile statement).		

Candidate photo

Has the candidate supplied a photo?	Yes <input type="radio"/>	No <input type="radio"/>
<input type="radio"/> If so, check that the photo is in colour, less than 12 months old and suitable format (no hats, sunglasses, etc.). electionz.com will crop and format to printer specs.		
Has the candidate supplied a soft (digital) copy of the photo?	Yes <input type="radio"/>	No <input type="radio"/>
<input type="radio"/> If a hard copy photo has been supplied, carefully label the photo with the candidate's name on the back of the photo. Take care not to damage the front image in that process.		

Forward details to electionz.com

<input type="radio"/>	On the day of acceptance of the nomination, scan and email the documents supplied and the checklist sheet to nominations@electionz.com
<input type="radio"/>	If a photo has been supplied in hard copy format, scan it in colour and at a minimum of 300 DPI in JPG format
<input type="radio"/>	Advise the candidate that the Returning Officer will re-check the nomination on receipt of the scanned documents and will send the candidate an acceptance email within 24 hours. If the candidate has not received that notification within 24 hours, they should ring the 0800 666 033 election helpline to check it has been received.

File the original documents received until nominations have closed. On Friday 26 September, courier those to the Returning Officer at:

The Returning Officer
Central Lakes Trust
3/3 Pukaki Road, Yaldhurst
Christchurch 8042