

**LOS ANGELES COUNTY DEMOCRATIC PARTY  
ENDORSEMENT RECOMMENDATION  
MEETING WRAP-UP FINAL CHECKLIST**

**Please use this checklist to make sure that you have compiled all necessary documents from your Endorsement Recommendation Meeting for submission to the Los Angeles County Democratic Party (LACDP) Office. This checklist is for your use only and for your own records. You do not need to turn in this checklist.**

**Please submit all documents to the LACDP Office by priority mail following your Meeting. If your Meeting precedes the next LACDP Monthly Meeting by five (5) days or less, you may bring your documents to the LACDP Monthly Meeting and hand them to LACDP Staff.**

**If you have any questions or concerns, please contact the LACDP Political Department at [endorsements@lacd.org](mailto:endorsements@lacd.org) or (213) 382-1211.**

**Election Information**

Election Date: \_\_\_\_\_ Endorsement Recommendation Meeting Date: \_\_\_\_\_

**Endorsement Recommendation Meeting Wrap-Up Final Checklist**

The following is a checklist of all relevant documents pertaining to the Endorsement Recommendation Meeting and processes to be sent to the LACDP Office:

- Meeting Process & Race-Specific Information Form(s):** Submit one for each race considered.
- Application(s) for Consideration of Endorsement and Candidate Questionnaire:** A copy of the application for consideration of endorsement and any other materials/documents submitted by each candidate considered.
- Administrative Fee(s):** The administrative fees collected from each candidate considered. Attach the administrative fee to the corresponding Application for Consideration of Endorsement and Candidate Questionnaire from each candidate.
- Ballots and Tally Forms (if any):** For each race considered, all ballots, tally forms, and any other paperwork used during the voting or tabulation of the endorsement recommendation process.
- Meeting Notice Lists and Copies:** For each race considered, a list of all persons served, and copies of written notices served to eligible candidates for office and all members of the Assembly District Delegation(s) in the jurisdiction, Candidate Interview Committee, or Judicial Interview Committee.
- Sign-In Sheets:** Member Sign-In Sheet, Candidate Sign-In Sheet, and, if applicable, Guests/Speakers Sign-In Sheet.
- Reimbursement Request (if applicable):** Complete with reimbursement request form and all relevant receipts for all expenses related to the Endorsement Recommendation Meeting and processes. Please retain a copy for your records.
- Other:** Any other documents or paperwork from the Endorsement Recommendation Meeting and process (such as tally sheets or any other), including:

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