



RECOMMENDED TRANSLATION ACTIVITIES BEFORE YOUR NEXT ELECTION

Let us help you prepare for the next election. The following activities can be hard to squeeze in when it's crunch time and your ballots are ready for translation. Getting ahead will help streamline the translation process and support your LEP constituents, leading to higher voter turnout rates.

— Create an “election translation calendar” with deadlines for when each of your documents will need to be translated - candidate statements, ballots, voter information guides, etc. —

— Update your style guide. Indicate how you'd like your LSP to treat acronyms, abbreviations, organization names, proper nouns, and numbers. —

— Update vital documents. If your registration documents or other standard forms will be changing before the next election, update them as early as possible. —

— Make a clear list of team members who need to be copied on translation-related communications, determine who will be making decisions, and assign a point-person for contacting your LSP. —

— Research the growing language communities in your county to anticipate new threshold languages your documents will need to be translated into. —

— Consider whether you'll need DTP formatting services in addition to translation. —

— Organize your internal review board if you want to review your translations internally. Train and prepare them to review the translations by informing them of what they will be looking for and how to request edits. —

