
Blood Drive Planning Checklist

Immediately

- Confirm the date and time of your drive with your CBCC representative
- Check your organization's calendar to avoid conflicts
- Reserve the blood drive site
- Enlist committee members and volunteers to help with donor recruitment
- Hold a committee meeting to establish goals and answer questions

Four Weeks Before Blood Drive

- Confirm the location of the drive with your CBCC representative
- Determine the location and hours of sign-up tables
- Review the donation requirements and procedures
- Contact your CBCC representative to schedule educational presentations

Three Weeks Before Blood Drive

- Display promotional materials
- Begin actively recruiting donors
- Begin signing up donors and scheduling appointments

One Week Before Blood Drive

- Send email reminders to donors
- Remind donors to eat iron rich foods, and to drink plenty of water and eat a good meal before donating
- Remind volunteers of arrival times and duties
- Contact your CBCC representative to discuss any last-minute details
- Fax or email the signup sheet to your CBCC representative

Day Before Blood Drive

- Make sure the site is cleared and ready, set up tables and chairs, and set the thermostat to 65 degrees
- Remind donors about the drive via email, phone calls, or loudspeaker announcements

Day of Blood Drive

- CBCC staff will arrive approximately 30 minutes before the drive begins
- Make sure volunteers are available after the drive to help with clean-up
- Take photos of donors at the drive
- Communicate the progress towards the goal with your organization during the drive
- Give t-shirts or other appreciation gifts to drive participants

After the Blood Drive

- Send thank you cards or emails to donors and volunteers
- Hand out awards to outstanding donors, volunteers, or groups
- Share photos, goal attainment status and other fun drive details with your group in a company newsletter

