



CHAIRPERSON'S CHECKLIST

EIGHT WEEKS PRIOR TO THE BLOOD DRIVE

- _____ Confirm Blood Drive date and hours. Reserve Site. Please allow 2 hours before and after draw time for set-up and tear down
- _____ Confirm Leadership support, establish Recruitment Committee
- _____ Set a theme for your drive

SIX WEEKS PRIOR TO THE BLOOD DRIVE

- _____ Create and review promotional materials

FOUR WEEKS PRIOR TO THE BLOOD DRIVE

- _____ Hold a recruitment meeting with DBB Rep and Recruitment Committee
- _____ Obtain promotional materials from DBB, review promotion and recruitment
- _____ Recruit volunteers in 1-2 hour shifts to greet and escort donors
- _____ Review donor sign-up procedure: walk-ins vs. appointments
- _____ Review donor eligibility; Review parental permission requirements
- _____ Review photo ID requirements
- _____ Assign responsibility for unlocking the building and site set-up
- _____ Assign responsibility for meeting DBB staff day of the blood drive

THREE WEEKS PRIOR TO THE BLOOD DRIVE

- _____ Publicity: Post and distribute flyers, posters, bulletin inserts and payroll stuffers
- _____ Contact local media (*only if an open blood drive*)
- _____ Establish donor management procedure for day of drive: walk-ins vs. sign-ups and parental permission slips
- _____ Send e-mails/text messages promoting the blood drive and the importance of donor sign-ups

TWO WEEKS PRIOR TO THE BLOOD DRIVE

- _____ Begin sign-ups (must be completed 3 days prior to blood drive)

ONE WEEK PRIOR TO THE BLOOD DRIVE

- _____ Confirm volunteers and their shifts
- _____ Confirm sign-ups and report sign-up count update to DBB rep
- _____ Confirm all logistics with site (i.e., parking, maintenance, tables, chairs, HVAC, etc.)

THREE DAYS PRIOR TO THE BLOOD DRIVE

- _____ Recruit additional donors if needed
- _____ Send DBB your final sign-up schedule
- _____ Re-Confirm volunteers and their shifts
- _____ Confirm time to meet DBB staff and ensure site will be open
- _____ Remind donors of their sign-up time, to bring photo ID and to eat a nutritional meal prior to donating

DAY OF THE BLOOD DRIVE

- _____ Unlock doors and turn on heat/ac 2 hours prior to draw time, ideal room temp is 68-72 degrees
- _____ Set up 7 large folding tables and 40 chairs at the drawing site before the truck arrives
- _____ Greeters/volunteers to arrive as scheduled
- _____ DBB to arrive between 1 ½ to 2 hours prior to draw time
- _____ Designated person at site to meet DBB staff

DAY AFTER THE BLOOD DRIVE

- _____ Thank all those who participated: donors, volunteers, recruitment staff
- _____ Circulate results of the blood drive, plan for next drive

REMEMBER: THE KEY TO A SUCCESSFUL BLOOD DRIVE DEPENDS ON THE EFFECTIVENESS OF THE CHAIRPERSON AND RECRUITMENT COMMITTEE

We are here to assist you in attaining your goal. Please let us know what we can do to help you.