



THE BLOOD CENTER

Serving you for life!

Chairperson Planner

Getting Started (8 to 6 weeks before the drive)		
	Secure Date & Time of Drive	
	Secure Blood Drive Site / Book the Room	
	Obtain Internal Approval	
Meet with your Blood Center Rep (4-6 weeks before the drive)		
	Your Rep will provide you with recruitment materials	
	If possible schedule a recruitment meeting with donors	
	Do a site check with your Rep / order tables and chairs	
Publicize Your Blood Drive (4 weeks before the blood drive)		
	Put up Blood Center Posters	
	Send out e-mail announcing the drive	
	Send out Blood Drive Memo to all Departments	
	Ask Donors to Schedule an appointment – use schedule	
Final Countdown (1-3 days before the blood drive)		
	Confirm Donor Appointments	
	Have room set up for drive	
	Send out a reminder e-mail	
	Check on parking for Blood Center Vehicles	
	If required get badges for Blood Center Staff	
Day of Drive		
	Put up “Today is Blood Donor Day” signs	
	Put up Blood Drive arrows	
	Make sure air condition is on and room is cool	
	Greet staff and provide them with schedule	
	Contact No Shows	