

Sample Blood Drive Timeline

- Set the date
- Reserve the room
- Complete the mobile Blood Drive Checklist

4 – 8 WEEKS -----

- _____ Walk through site
- _____ Obtain promotional material from BCP representative
- _____ Inform security of upcoming drive
- _____ Notify management of blood drive and request support staff
- _____ Reconfirm room arrangements
- _____ Organize support staff
- _____ Schedule Kick-off meeting
- _____ Establish employee contact list

3 – 4 WEEKS -----

- _____ Hold Kick-off Meeting
- _____ Begin publicity – Posters, flyers with information regarding date and location of drive

2 WEEKS -----

- _____ Begin recruiting donors
- _____ Make appointments on schedule provided by blood center
- _____ Call BCP representative with projected number of donors

1 WEEK -----

- _____ Call BCP representative with update donor count
- _____ Notify building maintenance to clear site and provide number of tables and chairs needed
- _____ Confirm location and make any special arrangements required; these may include:
 - _____ Reserve parking spaces for blood drive vehicles
 - _____ Arrange for room to be cleared before drive

48 HOURS -----

_____ Call BCP representative with updated donor count

24 HOURS -----

_____ Call BCP representative with final count

_____ Confirm appointments

_____ Post directional signs in lobby

_____ Last minute inspection of room used for blood collection

_____ Final check with security

DAY OF DRIVE -----

_____ Meet BCP staff 1.5 hours before the start of drive

_____ Reminder calls to donors who did not make scheduled appointments

DAY AFTER DRIVE -----

_____ Send out thank-you letters

_____ Circulate a memo stating results

_____ Report results to top management

_____ Complete and return Blood Drive Coordinator's Evaluation Form