

# 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