



## Blood Drive Coordinators Planning Checksheet

Coordinator Name

Blood Drive Sponsor

√	TASK TO COMPLETE	DUE BY		NOTES	
	Secure a Date and Time for the Blood Drive		Drive Date:		PLANNING
	Select an Appropriate Site for the Blood Drive		Drive Site:		
	Set Measurable Goals for the Blood Drive		Drive Goal:		
	Establish your Recruitment and Day of Drive Teams				TEAM BUILDING
	Assign Specific Roles to Team Members				
	Plan to Educate and Motivate Your Team				
	Plan Recruitment and Promotional Strategy				
	Publicize your Blood Drive				RECRUITING DONORS
	Distribute Red Cross Materials				
	Ask Donors Face to Face				
	Schedule Appointments				
	Confirm Donor Appointments				FINAL COUNTDOWN
	Check Site Arrangements and Parking				
	Remind Donors and Reconfirm Appointments				
	Reconfirm Day of the Drive Volunteers				
	Coordinate with your Red Cross Rep				DAY OF THE DRIVE
	Post Directional Posters				
	Greet Red Cross Staff				
	Review Master Schedule				
	Remind Donors / Contact No Shows				AFTER THE DRIVE
	Post Results of the Blood Drive				
	Thank Donors				
	Recognized and Thank the Blood Drive Team				
	Confirm / Book Date for the Next Blood Drive				