Drive Chairperson Checklist

There are many details which contribute to a safe, smooth, and efficient blood drive. Please use this list as a guide. Your Donor Recruiter can assist you with any variations to this list.

DATE / HOURS / BLOOD DRIVE GOALS

____ Are the date and hours correct on all materials; i.e., posters, flyers, stuffers, etc.?
____ Have you determined goals for your blood drive?
____ # of donors anticipated ____ # of donors scheduled in____minute increments

METHODS TO ASSIST IN REACHING GOALS:

____ Voice mail ____ E-mail ____ Videos ____ Speaking opportunities
____ Internal newsletters ____ Bulletins ____ Calling committees
____ Post on Facebook, Twitter, Linkedin, etc. ____ Post on Website
____ Additional giveaways ____ Other

VOLUNTEERS

____ Can you supply volunteers on the day of the drive to help with registration and serve refreshments?

SITE PREPARATION

HAVE YOU DISCUSSED THE FOLLOWING REQUIREMENTS WITH THE RECRUITER?
____ Is the space clear, clean and of adequate size?
____ Is there adequate light, heat or air conditioning?
____ Is there access to electrical outlets and a telephone?
____ Are there several large wastebaskets?
____ Are there the correct number of tables and chairs?
____ Have you alerted the LifeShare staff to the nearest location of water fountains and bathroom facilities?

COLLECTION STAFF ARRIVAL

THE COLLECTION STAFF WILL ARRIVE 30 MINUTES PRIOR TO DRIVE START TIME WHEN UTILIZING THE DONOR COACH OR 45-60 MINUTES BEFORE DRIVE START TIME IF SETUP IS REQUIRED.

____ Have arrangements been made for parking?
____ Have arrangements been made to have the unloading site accessible to the drive site?
____ If the donor bus is being used, has parking space been reserved?
____ If donors are scheduled, please provide the Collection Staff with a schedule upon arrival.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR LIFESHARE BLOOD CENTERS DONOR RECRUITER

LIFESHARE BLOOD CENTERS™