

# DRIVE CHAIRPERSON CHECKLIST

There are variety of details which contribute to a safe, efficient, and successful blood drive. Please use this checklist as a guide.

## DATE / HOURS / BLOOD DRIVE GOALS

- Are the date(s) and hours correct on all materials; posters, flyers, online posts, etc.?
- Have you and your recruiter determined goals for your blood drive?
- # of donors anticipated     # of donors scheduled in  minute increments

## METHODS TO ASSIST REACHING GOALS

- Voice mail     Email     Videos     Speaking opportunities
- Posts on Facebook, Twitter, Website, etc.     Internal portal     Newsletters     Bulletins
- Blood Drive committee     Calling committee     Texting committee
- Give-a-ways     Incentives     Other

## VOLUNTEERS

- Will you have volunteers on the day of the drive to greet and thank donors upon arrival, help with registration, escort donors to the refreshment area, serve refreshments, and thank donors again for donating?

## SITE PREPARATION

**Have you and your recruiter discussed the following requirements?**

- Is the space clear, clean, and the adequate size?
- Is there adequate light, heating or air conditioning?
- Is there adequate access to electrical outlets?
- Are there several large waste baskets?
- Are there the correct number of tables and chairs?
- Have you made LifeShare staff aware as to the location of the nearest water fountains and restrooms?

## 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 the drive is a setup inside your facility.**

- Have arrangements been made for an unloading site accessible to the facility drive site?
- Have arrangements been made for parking the LifeShare setup transport vehicle?
- If the donor coach is being used, have 6 to 8 parking space been reserved where the coach can pull forward into the space without needing to back up?
- Is the donor coach parking site easily accessible to donors?
- Please provide the collection staff with a list of scheduled donors upon arrival.

**LifeShare**  
BLOOD CENTER