
BLOOD DRIVE PLANNING CHECKLIST

Immediately

- Confirm the date and time of your drive with your WHHCBC representative
- Check your organizations calendar to avoid conflicts
- Reserve the bloodmobile
- Confirm parking for bloodmobile

Four Weeks Before Blood Drive

- Contact your WHHCBC representative to schedule educational presentations

Three Weeks Before Blood Drive

- Display promotional materials
- Begin actively recruiting donors
- Remind donors to sign up and schedule appointments
- Remind donors to eat iron rich foods.

One Week Before Blood Drive

- Send email reminders to donors
- Contact your WHHCBC representative to discuss any last-minute details
- Fax or email the signup sheet to your WHHCBC representative

Day Before Blood Drive

- Make sure the site is cleared and ready, parking is reserved, tables and chairs are set up
- Remind donors about the drive via email, phone calls, or loudspeaker announcements.
- Remind donors to get a good meal and drink plenty of water before donating
- Remind new donors to bring photo ID

Day of Blood Drive

- WHHCBC staff will arrive approximately 15 - 30 minutes before the drive begins
- Take photos of donors at the drive
- Communicate the progress towards the goal with your organization during the drive
- Continue to actively recruit donors
- Have fun and Save Lives!

