



BLOOD DRIVE PLANNING CHECKLIST

1. PLANNING

- Get Permission from Your Pastor
- Decide on Date and Time.
- Select Site for the Blood Drive.
- Set a Goal for the Blood Drive (pints/liters etc.).

2. TEAM BUILDING

- Establish your Recruitment Team.
- Assign Specific Roles to Team Members.
- Plan to Educate and Motivate Your Team.
- Plan Recruitment and Promotional Strategy.

3. RECRUITING DONORS

- Publicize your Blood Drive (stores, schools etc.).
- Distribute GYD Blood Drive Materials.
- Ask Donors Face to Face.
- Schedule Appointments.
- Confirm Donor Appointments.

4. THE WEEK BEFORE

- Check Site Arrangements and Parking.
- Remind Donors and Reconfirm Appointment.
- Reconfirm with Drivers for Volunteers/Donors.
- Coordinate with your Health Organization Reps/Blood Drive Recruiters.

5. DAY OF THE GYD BLOOD DRIVE

- Post Directional Posters/Signs (where/when/how etc.).
- Greet Health Organization Blood Drive Staff.
- Review Master Schedule.
- Remind Donors/Contact No Shows.

6. AFTER THE DRIVE

- Thank Donors.
- Recognize and Thank the Blood Drive Team.