



Northern California Community Blood Bank

BLOOD DRIVE CHECKLIST

Blood Drive Date: _____ Goal Units: _____ Location: _____
Blood Center Rep: _____ Blood Center Rep. Phone: _____

QUICK TIPS TO ENSURE YOUR EVENT IS A SUCCESS!

- Get the word out early.
- Share the importance of giving blood. One donation can save three lives.
- Promote your event with the materials provided by Northern California Community Blood Bank
- Recruit donors early and schedule appointments.
- Prepare donors and remind them of their appointments before the drive.
- Thank every donor and volunteer.

12 WEEKS BEFORE THE BLOOD DRIVE

- ☐ Book the blood drive.
 - Confirm the location (bloodmobile location).
 - Set the donor goal.
 - Set the time frame.
 - Choose a secondary contact.
- ☐ Set up a digital or manual sign-up link to gauge participation.
- ☐ Begin recruiting donors and scheduling appointments.

8 WEEKS BEFORE THE BLOOD DRIVE

- ☐ Follow up on the blood drive.
- ☐ Choose recruitment methods.
 - Email, text, calls, social media, printed or digital materials, and postcards.
- ☐ Hold a recruitment team meeting to discuss recruitment efforts.
- ☐ Schedule the site assessment.
- ☐ Continue recruiting donors and scheduling appointments.

4 WEEKS BEFORE THE BLOOD DRIVE

- ☐ Distribute and display the promotional materials.
- ☐ Use social media platforms to promote the blood drive.
- ☐ Continue recruiting donors and scheduling appointments.
- ☐ Recruit volunteers to support the blood drive.
- ☐ Reserve tables and chairs for the blood drive.
- ☐ For high school drives, distribute Parent/Guardian Consent Forms to donors ages 16-18.
- ☐ Complete the site assessment.

2-3 WEEKS BEFORE THE BLOOD DRIVE

- ☐ Continue recruiting donors and scheduling appointments.
- ☐ Present for blood donation at meetings, clubs, classes, or assemblies.
- ☐ Set up information tables to recruit donors and educate.
- ☐ Contact your NCCBB representative with the number of donors scheduled to confirm staffing and discuss final details.

1 WEEK BEFORE THE BLOOD DRIVE

- ☐ Remind drive chairs of arrival times and duties.
 - Blockoff parking and arrange building access.
 - Confirm restroom access for staff.
 - Set indoor room temperature between 68-70 degrees.
 - For high school drives, confirm the school nurse's contact.
- ☐ Send reminders to donors by email, call, or text.

THE DAY OF THE BLOOD DRIVE

- ☐ Continue recruiting donors.
- ☐ Schedule volunteers to unlock doors and greet the NCCBB team.
- ☐ Remind donors that the donation process can take up to one hour.
- ☐ Thank donors and volunteers for saving lives in our local community.

POST DRIVE

- ☐ Schedule your next lifesaving event, you hero!
- ☐ Recognize everyone who contributed by sharing the final drive statistics and thanking them for their participation and impact.
- ☐ Send thank-you notes or emails to donors, volunteers, and school faculty who assisted and participated.
- ☐ Feature donors in the school newspaper or on social media to recognize their contribution to the community.
- ☐ Remind your audience that each donor helped save the lives of three hospital patients.
- ☐ Promote the drive results with posters, social posts, or school announcements.