

1 Year to 6 Months

- Sign Life Saving Agreement And Set Annual Goal
(total number of pints you will collect this year)
- Schedule Blood Drive Dates
- Select Blood Drive Team
(one team member for every 10 pints collected)
- Reserve Blood Drive Locations

10 Weeks to 8 Weeks

- Confirm Blood Drive Details
(Hours, Location, Main Contact)
- Plan Promotions with Blood Drive Team
- Order Promotional Materials

6 Weeks to 4 Weeks

- Receive Promotional Materials
- Host Kick-Off Meeting
- Train Team Members
- Forward 1st Blood Drive Email Flyer to Potential Donors

3 Weeks to 2 Weeks

- Set up Speaking Engagements and Sign-up Tables
- Distribute and Post Promotional Materials
- Begin Scheduling Donors

2 Weeks to 1 Week

- Forward 2nd Blood Drive Email Flyer to Potential Donors
- Fill Appointment Schedule
- Confirm Team Member Roles for Day of Drive

Your Personal Event Planning

3 Days to 1 Day

- Confirm Room Set-Up and Parking Reservations
(See Site Requirements)
- Remind Security of Drive and Obtain Security Badges for Staff (if necessary)

Day Before Drive

- Clear Furniture from Room or Cone Off Bloodmobile Parking

Day of Drive

- Post Directional Signs and Banners
- Meet Blood Bank Staff Upon Arrival
(45 minutes/1 1/2 hours prior to start time)
- Give Copy of Donor Schedule to Blood Drive Charge Nurse
- Call Missed Appointments
- Recruit Additional Donors if Necessary

Day After Drive

- Evaluate Results with Account Marketing Manager
- Confirm Next Blood Drive

Your Personal Event Planning