



Your Blood Drive Checklist

Are you a Procrastinator?

pro-cras-ti-nate: *“To put off doing something, especially out of habitual carelessness or laziness. To postpone or delay needlessly.”*

We are here to help! We’ve put together a checklist for you to review prior to and during the drive. For any other information, please contact the Donor Recruitment Department at 210.731.5553.

- Post all marketing materials throughout the facility to promote the drive.
- Conduct manual signups every day by asking employees or students. This measures how many donors you will have and how successful this drive will be.
- Two weeks before the drive you should have 50% of your slots filled in the signup sheet. Contact employees or students face to face, by email, Facebook, etc. to encourage signups.
- One week before the drive you should have 75% of your slots filled in the signup sheet.
- Two days before the drive you should have 100% of your slots filled in the signup sheet. Remind donors that they need to have eaten a full meal and to avoid all caffeinated beverages prior to their donation.
- On the day of the drive all slots should be filled with name of the donor, email address and phone number. The blood drive coordinator can then email all the donors about their appointments and do reminders every 15 minutes. This will help you have a successful drive.