



Chairperson's Checklist

Open Drive

Four Weeks Prior to the Drawing

- Drawing date confirmed
- Drawing site reserved
- Set up Recruitment committee
- Recruit a volunteer to greet the donors
- Recruit volunteers to serve in the canteen (if you provide them)

Two Weeks Prior to the Drawing

- Post and distribute flyers, poster or bulletin inserts
- Establish a donor sign up procedure – walk-ins vs. timed appts.
- Contact newspaper to verify coverage
- Assign responsibility for unlocking the building & set-up draw area

One Week Prior to the Drawing

- Confirm volunteers (if you are providing them)
- Confirm appointments and recruit additional donors

Day of Drawing

- Turn on heat/air 2 hours prior to draw time (ideal temp 68-72)
- Set up 5-7 tables and 25-35 chairs at the site before truck arrives
- Greeter and volunteers to arrive as scheduled
- Photo ID is required for first time donors
- Marshall Comm Blood Cntr to arrive approximately 1.5 hrs prior

Remember: the key to a successful drive is an effective recruitment committee.

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