

# Miscellaneous Tips

from the Isothermal Community College SACSCOC Onsite Hosting Team

- To maintain cleanliness of the designated workroom, provide hotel with schedule so they are aware of when committee will use the workroom.
- Give visit schedule to administration and hosting team right before visit.
- Use one caterer for everything.
- If possible, offer a reception at the President's house before visit begins with reviewers, president, deans, directors, board, etc.
- Have a first aid kit available in workrooms.
- Make sure all college personnel realize the importance of being on time for meetings and have a plan for those who arrive late. In addition, have a "doorkeeper" for entrances to all areas of meetings and interviews to enforce admission guidelines.
- Post "STOP" signs on SACSCOC workroom doors to prevent employees and other visitors from walking in without permission.
- Be prepared for weather, i.e., have umbrellas available as needed.
- Provide a hospitality bag with a personal note from the college president.
- Provide refreshments and/or a to-go meal for committee members when arriving or departing at a meal time.
- If possible, provide meals and refreshments for employees who volunteer to help host the committee (drivers, escorts, hosting team members).
- Have someone with computer savvy skills available at all committee work sessions and workroom locations.