# SACS Onsite Visit: SAMPLE TIMELINE

JANUARY
- SACS Liaison IDs team of faculty/staff to coordinate visit: "Concierge"
- First team "orientation" meeting
- Set up bi-weekly team meetings through end of semester
- Book hotel
- Reserve campus facilities
- Reserve campus vehicle(s)

FEBRUARY
- Identify technical tools needed
- Set up Google Drive and Moodle (Feb 3)
- Planning meeting
- Budget meeting
- Meeting with finance, maintenance, IT
- Timeline meeting

MARCH
- Bi-weekly meetings

APRIL
- Bi-weekly meetings
- Present to TALC about SACS visit

MAY – JULY: SUMMER BREAK with mid-summer meeting(s), as needed

AUGUST
- Convocation – announcement
- Begin weekly team meetings

SEPTEMBER
- Introductory Conference Call with Committee Chair
- Complete travel authorizations for committee members
- Email guest preferences form to committee members (9/8 for 10/27 visit)
- Send reminder email for guest preferences form 10 days after sending, if responses are outstanding
- Mail final QEP document
- Prepare employees who will be interviewed – mock interviews
- Prepare giveaways for PD Day rally
- Invite and confirm student groups for luncheon interviews
- Make nametags
- Complete travel authorizations for drivers
- Order cake and buy refreshments for PD Day
- Present to Board of Trustees at fall conference

OCTOBER
- Campus workday(s) – mulch across campus (10/2), campus clean-up day (10/16), campus touch-up / SACS workday (10/23)
- PD Day: QEP presentation and prep for visit
- Training for faculty, staff and students who will be interviewed
- Assemble gift bags
- Driver/Escort training
- Handwritten notes from president to committee members for gift bags
- Email weather forecast to committee members (Wednesday before arrival)
- IT set up work rooms (Friday/Sunday before arrival)
- Purchase perishables (snacks, drinks, etc.) for committee members (Saturday before arrival)
- Finish work room set up at hotel (Sunday before arrival)
- Committee Visit!!
  - Detailed schedule of interviews, travel, meals, etc.