



New Ideas for Successful Accreditation:  
A Comparison of Standards From Regional Accrediting Bodies

On site Preparation Checklist	
Secure funding source for expenses (verify account numbers and acceptable purchases)	Coordinate with Campus Printing Services
Prepare purchase order for reaffirmation	Prepare welcome folders, nametags, meeting room signage, airport welcome sign, name tents, etc.
Conduct visit of area hotels and meeting rooms	Prepare VSU leadership team and committee roster pictures and biography for folder
Reserve block of hotel rooms and meeting room	Arrange with off campus hotel for catering
Arrange Chair's preliminary visit	Deliver welcome folders, reaffirmation materials, office supplies, and technology to hotel and on campus meeting room
Send information outline to staff representative	Prepare welcome baskets for hotel rooms
Reserve multiple on campus meeting rooms (i.e., welcome session, workroom, breakout rooms, private workrooms)	Make dinner reservations for evening meals
Contact campus IT dept. with technology requests (i.e., computer, printer, internet access, dedicated IT support)	Arrange with university catering for refreshments and meals
Arrange on site transportation (shuttle)	Prepare Campus Overview and Welcome presentation
Prepare agenda and provide copies to all parties who may be involved (i.e., chair, transportation, catering, administrators, hotel)	Someone to follow up/confirm all of the above
Arrange informational session/social for students and faculty involved in reaffirmation	