

Checklist: Hosting the External Review Team

This checklist is intended to assist Self-study Team ensure the details of hosting the external review team.

**Preparation**

□ Send self-study document and supporting documents to external review team by eight weeks prior to site-visit.

□ Send site-visit schedule to external review team by eight weeks prior to site-visit.

□ Arrange meals for the external review team.

□ Reserve a team room and meeting rooms with appropriate seating and audio/visual equipment (if applicable).

□ Coordinate transportation between WesternU, the hotel and restaurants, if necessary.

□ Ensure there are enough supplies (e.g., hard copies of self-study, name badges, final site visit schedule, additional school-specific materials, parking permissions and campus map etc.) to provide to the team.

**1 Week before Arrival**

□ Email and/or send a reminder to all team members.

□ Confirm lodging, transportation arrangements, and meals reservations for the team.

**Prior to Day1**

□ Provide the team members supplies needed for the review.

□ Ensure the breakfast reservations, and transportation for Day1.

□ Ensure computers are ready in the team room if requested.

□ Ensure the team room is ready.

**Day1**

□ Ensure that all activities stay on schedule.

□ Make available coffee, water and light refreshment (if needed) throughout the day for the team.

□ Confirm the transportation and the dinner reservations, if necessary.

**Day 2**

□ Ensure that all activities stay on schedule.

□ Make coffee, water and light refreshment (if necessary) available throughout the day for the team.

□ Ensure the room for the exit meeting is ready.

□ Ensure the transportation that each reviewers need.

**After the Review**

□ Ensure taking care of honorarium and reviewers’ travel reimbursement.