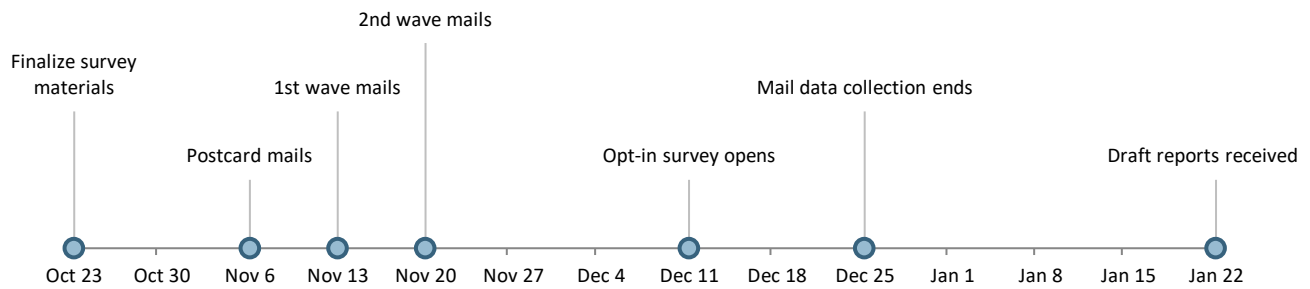


Timeline for The National Community Survey™



Item	Date
Preparing for the Survey	
⊙ The NCS survey process is initiated upon receipt of signed contract	Sep 25
← NRC emails you information to customize The NCS	Sep 25
→ Due to NRC: Selection of add-on options	Oct 2
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	Oct 9
→ Due to NRC: Zip code information and GIS boundary data	Oct 9
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Oct 23
⊙ NRC generates the sample of households in your community	Oct 23
⊙ NRC prints materials and prepares mailings	Oct 30
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Oct 30
Conducting the survey	
⊙ Survey materials are mailed	Nov 6 to Nov 20
⊙ Prenotification postcards sent	Nov 6
⊙ 1st wave of surveys sent	Nov 13
⊙ 2nd wave of surveys sent	Nov 20
→ Opt-in web survey link posted on your website (source link provided to you by NRC)	Dec 11
⊙ Data collection: surveys received and processed for your community	Nov 13 to Dec 25
→ Due to NRC: Final count of returned postcards	Dec 25
⊙ Survey analysis and report writing	Dec 25 to Jan 22
⊙ During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	Jan 22
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	Jan 29
← NRC emails final report to you	Feb 5

Legend

←Indicates when items from NRC are due to you →Indicates when items from you are due to NRC ⊙Indicates information items