

**FAIRPAY COMPENSATION AND BENEFITS SURVEY -
THE LOCAL HOST ORGANIZATION MODEL**

Sample Timeline and Proposed NCA/Local Host Responsibilities

MONTH 1

Survey instrument preparation:

Decide on survey questions and jobs	NCA/local host
Design and test online questionnaire	NCA
Format pdf documents	NCA

Pre-production marketing:

Recruit financial sponsor(s)	local host
Develop list of potential participants	local host
Design and produce informational flyer	local host
Send initial email enrollment message	local host
Make initial enrollment telephone calls	local host

MONTHS 2 - 3

Data collection

Review submitted data, including follow-up as needed	NCA
Track participation and provide regular reports to sponsor	NCA
Send reminder emails to those not returned	local host
Make reminder calls to those not returned	local host

MONTH 4

Data analysis

Customize database	NCA
Import into database	NCA
Complete computer program run	NCA
Write text part of survey report	NCA

MONTH 5

Publication of report

Compile pdf report document	NCA
Design cover	local host
Distribute report to purchasers	local host

Post-production marketing:

Creation of marketing material	local host
Email to announce survey	local host
Publicity/press releases	local host
Make phone calls to sell survey	local host
Ongoing order fulfillment	local host

