



Economic Impact Studies

SAMPLE PROJECT SCHEDULE

The standard 6-12 month process can be condensed based on your organization's annual calendar.

Beginning of Month 1	Partner Organization	The signed letter of agreement and your initial—or total—payment of the participation fee is due to Americans for the Arts.
Beginning of Month 1	Americans for the Arts	Welcome packet distributed to your organization that includes the survey instruments, survey instructions, the NTEE definition codes, etc.
Beginning of Month 1	Partner Organization	Audience survey collection begins!
End of Month 2	Partner Organization	The comprehensive list of your community's nonprofit arts and cultural organizations is due to Americans for the Arts. The first batch of 250 audience surveys is due to Americans for the Arts.
Middle of Month 3	Americans for the Arts/ Partner Organization	The web-based organizational expenditure surveys are disseminated to all nonprofit organizations for which an e-mail address has been provided (Americans for the Arts). Hard copy surveys are disseminated by mail to the nonprofit organizations for which an e-mail address is not available (Partner Organization).
Middle of Month 4	Americans for the Arts/ Partner Organization	The initial deadline for completed organizational surveys to be submitted.
End of Month 4	Partner Organization	The second batch of 250 audience surveys is due to Americans for the Arts. The final deadline for completion of the organizational expenditure surveys.
End of Month 6	Partner Organization	The third batch of 250 audience surveys is due to Americans for the Arts.
End of Month 8	Partner Organization	The fourth and final batch of 250 audience surveys is due to Americans for the Arts.
Middle of Month 9	Americans for the Arts	Data entry of all survey data is completed.
End of Month 9	Americans for the Arts	Data analysis and input/output modeling is completed for all partner communities.
Middle of Month 10	Americans for the Arts	Partner Organization will receive written report detailing its study results.