

# **IMPORTANT DATES & DEADLINES**

- January 31**      **Advertising Artwork Due by 5:00 p.m. for 2023 Games Magazine**
- For Bronze Sponsors and higher or those purchasing ads
- January 31**      **Company Profiles Due by 5:00 p.m.**
- Upload company profile for the 2023 Games Magazine to challenge manager website. (See Company Profile Information)
- February 9**      **Company Counts Due by 5:00 p.m.**
- Total number of employees as of February 9, 2023; based on the Eligibility Requirements in this book.
  - This count needs to be submitted on your company letterhead and notarized. (See Company Count Information).
  - This is the official number that will be used in determining the 2023 KCCC Divisions
- February 23**      **2023 KCCC Divisions Announced by 5:00 p.m.**
- They will be uploaded to the KCCC Website in the “Event Information” tab under “Divisions.”
- March 2**      **Event Participation Deadline by 5:00 p.m.**
- Refer to the Event Participation info regarding which sports apply to this deadline.
- March 2**      **Event Volunteer Preferences Due by 5:00 p.m.**
- The KCCC office will download these requests from the Challenge Manager website at 5:00 p.m.
- March 23**      **Participation List Due at 5:00 p.m.**
- The KCCC Office will download your company’s Participation List from the Challenge Manager website. Any hard copy waivers and the Hard Copy Waiver List (from Challenge Manager) must be delivered or mailed to the KCCC Office (6518 Vista Drive, Shawnee, KS 66218) by 5:00 p.m.
- March 24**      **Brackets, Schedules and Volunteer Assignments posted by 5:00 p.m.**
- They will be in the “Event Information” tab on the homepage.
  - Volunteer Assignments (for each company) will also be available on the KCCC website. Click on the “Volunteer Assignments” tab at the top right corner of the KCCC homepage.
- April 4**      **Games Magazine Pick-Up**
- Stop by Mill Creek Activity Center (6518 Vista Drive, Shawnee, KS 66218) to pick-up 2023 KCCC Games Magazines.
  - These are free and a great way to promote the upcoming Games. You can stop by anytime between 8:30 a.m. and 5:00 p.m. on Tuesday, April 4 or call us to make arrangements for a different day.

- April 4**                    **Company T-Shirts Due by 5:00 p.m.**
- These can be submitted to the KCCC Office for the “Best T-shirt Design.” Contest winners will be displayed on the KCCC website.
  - We award the Top Overall Shirt along with 8 Honorable Mentions.
- April 3 – 7**                    **Spirit Week and Kick-Off!**
- April 21**                    **Event Participation Deadline (by 5:00 p.m.)**
- FOR MEN’S & WOMEN’S GOLF and FISHING. Refer to the Event Participation info for more details. Failure to submit competitors for fishing will eliminate a team from competition. Please refer to the Fishing Rules for more information.
- June 20**                    **Event Participation Deadline (by 5:00 p.m.)**
- FOR TUG-OF-WAR ONLY. Refer to the Event Participation info for more details
- June 23**                    **Notarized Proxy Forms Due (by 10:00 a.m.)**
- FOR TUG-OF-WAR ONLY. All participants must weigh-in between June 19-23 and the completed, notarized, proxy form must be submitted to [kccorporatechallenge@gmail.com](mailto:kccorporatechallenge@gmail.com). No event day substitutions.
- July 20**                    **KCCC Closing Celebration – The Abbott**