

# **IMPORTANT DATES & DEADLINES**

- February 9**      **Advertising Artwork Due by 5:00 p.m. for 2024 Games Magazine**
- For Bronze Sponsors and higher or those purchasing ads
- February 9**      **Company Profiles Due by 5:00 p.m.**
- Upload company profile for the 2024 Games Magazine to challenge manager website. (See Company Profile Information)
- February 15**      **Company Counts Due by 5:00 p.m.**
- Total number of employees as of February 15, 2024; 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 2024 KCCC Divisions
- February 23**      **2024 KCCC Divisions Announced**
- They will be uploaded to the KCCC Website in the “Event Information” tab under “Divisions.”
- February 29**      **Event Participation Deadline by 5:00 p.m.**
- Refer to the Event Participation info regarding which sports apply to this deadline.
- February 29**      **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 22**      **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 emailed, delivered, or mailed to the KCCC Office (6518 Vista Drive, Shawnee, KS 66218) by 5:00 p.m.
- March 22**      **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 2**      **Games Magazine Pick-Up**
- Stop by Mill Creek Activity Center (6518 Vista Drive, Shawnee, KS 66218) to pick-up 2024 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 2 or call us to make arrangements for a different day.

**April 2**

**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 8-12**

**Spirit Week and Kick-Off!**

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**July 18**

**KCCC Closing Celebration – The Abbott**