

# IMPORTANT DATES & DEADLINES

- January 26**      **Advertising Artwork Due by 5:00 p.m. for 2018 Games Magazine**  
➤ For Bronze Sponsors and higher or those purchasing ads
- January 31**      **Company Profiles Due by 5:00 p.m.**  
➤ Email company profile to [lacey.fisher@jocogov.org](mailto:lacey.fisher@jocogov.org) for the 2018 Games Magazine (see Company Profile Information in this book)
- February 19**      **Company Counts Due by 5:00 p.m.**  
➤ Total number of employees as of February 19, 2018; based on the Eligibility Requirements in this book.  
➤ This count needs to be submitted on your company letterhead and notarized. (see Company Count Information in this book).  
➤ This is the official number that will be used in determining the 2018 KCCC Divisions
- March 2**      **2018 KCCC Divisions Announced by 5:00 p.m.**  
➤ They will be uploaded to the KCCC Website in the “Event Information” tab under “Divisions.”
- March 7**      **Event Participation Deadline (by 5:00 p.m.)**  
➤ Refer to the Event Participation info regarding which sports apply to this deadline.
- Event Volunteer Preferences Due by 5:00 p.m. (Wednesday, March 7)**  
➤ The KCCC office will download these requests from the Challenge Manager website at 5:00 p.m.
- March 19**      **Kick-Off Party Tailgate Reservations Due by 5:00 p.m.**  
➤ Please email [lacey.fisher@jocogov.org](mailto:lacey.fisher@jocogov.org) with the number of spaces you would like to request.  
➤ More information regarding the Kick-Off Party will be available in February and posted on the KCCC website under the “Event Information” tab on the homepage.
- March 28**      **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.
- Event Participation Deadline (by 5:00 p.m.)**  
➤ Refer to the Event Participation info regarding which sports apply to this deadline.
- March 30**      **Brackets, Schedules and Volunteer Assignments posted by 5:00 p.m.**  
➤ They will be located 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.

## **IMPORTANT DATES & DEADLINES (CONTINUED)**

- March 30 (cont.)**      **Games Magazine Pick-Up**
- Stop by Antioch Park (6501 Antioch Rd., Merriam, KS 66202) or Mill Creek Activity Center (6518 Vista Drive, Shawnee, KS 66218) to pick-up 2018 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 Friday, March 30 (at either location listed above) or call us to make arrangements for a different day.
- April 3**                      **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 on display at the Kick-Off Party.
  - We award the Top Overall Shirt along with 8 Honorable Mentions.
- April 6**                      **Kick-Off Party**
- April 13**                      **Event Participation Deadline (by 5:00 p.m.)**
- FOR MEN’S GOLF ONLY. Refer to the Event Participation info for more details.
- April 27**                      **Event Participation Deadline (by 5:00 p.m.)**
- FOR WOMEN’S GOLF ONLY. Refer to the Event Participation info for more details.
- April 30**                      **Event Participation / Set Competitors Deadline (by 5:00 p.m.)**
- FOR FISHING ONLY. Refer to the Event Participation / Set Competitors 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 1**                      **Event Participation Deadline (by 5:00 p.m.)**
- FOR BOWLING ONLY. Refer to the Event Participation info for more details.
- July 12**                      **KCCC Awards Celebration**