

IMPORTANT DATES & DEADLINES

- January 31** **Advertising Artwork Due by 5:00 p.m. for 2019 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 for the 2019 Games Magazine (see Company Profile Information in this book)
- February 15** **Company Counts Due by 5:00 p.m.**
➤ Total number of employees as of February 15, 2019; 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 2019 KCCC Divisions
- March 1** **2019 KCCC Divisions Announced by 5:00 p.m.**
➤ They will be uploaded to the KCCC Website in the “Event Information” tab under “Divisions.”
- March 8** **Event Participation Deadline by 5:00 p.m.**
➤ Refer to the Event Participation info (page 14) regarding which sports apply to this deadline.
- 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 18** **Kick-Off Party Tailgate Reservations Due by 5:00 p.m.**
➤ Please email 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 27** **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 (page 14) regarding which sports apply to this deadline.
- March 29** **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 29 (cont.)** **Games Magazine Pick-Up**
- Stop by Mill Creek Activity Center (6518 Vista Drive, Shawnee, KS 66218) to pick-up 2019 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 29 (at either location listed above) 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 on display at the Kick-Off Party.
 - We award the Top Overall Shirt along with 8 Honorable Mentions.
- April 5** **Kick-Off Party**
- April 12** **Event Participation Deadline (by 5:00 p.m.)**
- FOR MEN’S GOLF ONLY. Refer to the Event Participation info (page 14) for more details.
- April 26** **Event Participation Deadline (by 5:00 p.m.)**
- FOR WOMEN’S GOLF ONLY. Refer to the Event Participation info (page 14) for more details.
- April 29** **Event Participation Deadline (by 5:00 p.m.)**
- FOR FISHING ONLY. Refer to the 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.
- July TBD** **KCCC Awards Celebration**