



### 2018 LLC Timeline

Action	Date	Details / Notes
Provide club LLC contact info	By July 31, 2017	President to select Chair
Review/Download LLC documents	Jan 2018	Club LLC Chair
Promote LLC	Fall 2017	Club/Schools contacts
LLC Chair submits reservations	By Mar 1, 2018	after phone/email contact from District Committee
Interview applicants	Feb/Mar 2018	Use downloaded materials from District website
Select students/alternates	During March	LLC Committee
Send response letters/info to attendees/alternates	March 15, 2018	Letters to all applicants
Student on-line registration	By April 1, 2018	Successful applicants
Send a press release	Upon selection	To local media
Collect signed paperwork	By April 15, 2018	To <a href="#">Kathy Hegedus</a> (District Office) by May 1
<b>Respect deadline</b>	<b>By May 1, 2018</b>	<b>Applications will not be accepted by this date.</b>
Check with students	By June 8, 2018	Verify attendance and transportation
Conference (firm date)	June 13-16, 2018	LLC Chairs always welcome to visit