

Website Content (Deliverable 3) Submission

Instructions:

1. Submit event information using the link below.
2. If you are hosting more than one event, a new form must be completed for each event (including virtual events).
3. Provide complete information and double-check the content aligns with the format requirements, if listed.
4. Physical event locations must be within the “Event Service Area” listed in the Scope of Work in your contract. You can confirm the Service Area for your venue here: [Los Angeles County - Enterprise GIS District Locator \(lacounty.gov\)](#).
5. You’ll be asked for the Google Maps Embed URL for your venue. Here’s a link to a how-to video for finding that information:
<https://www.loom.com/share/b648d439f297428890df943170b0f94c>
6. All event information must be submitted using the link below. Please do not submit event information via email.

Link to Submit Event Information:

<https://forms.office.com/r/SagwyCjPEF>

Reminder: Event information cannot change after February 28th.