

**CITY OF WEST HOLLYWOOD  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR EVENT PLANNING SERVICES**

NOTICE IS HEREBY GIVEN that a Request for Qualifications (RFQ) for qualified professionals to provide as-needed event planning services for City Sponsored and Co-Sponsored events.

The purpose of the RFQ process is to identify individuals or businesses who meet the City's criteria and instructions outlined in the RFQ document.

Applications must be submitted online as outlined in the City's RFQ document to be considered. The deadline to submit a proposal related to this RFQ is **January 12, 2024 by 4:00 p.m. (Pacific Time)**.

RFQ documents may be obtained online at <https://www.weho.org> or at <https://pbsystem.planetbids.com/portal/22761/portal-home>

Questions regarding the RFQ should be directed to Jennifer Del Toro at (323) 848-6549 or by email to [jdeltoro@weho.org](mailto:jdeltoro@weho.org).

The City of West Hollywood reserves rights to reject any and all submissions, and/or elect not to proceed with the project should it deem appropriate for the public good.

By Order of the City of West Hollywood  
Melissa Crowder, City Clerk

AFFIDAVIT OF POSTING

State of California )  
County of Los Angeles )  
City of West Hollywood )

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk, and that this document was posted on:

Date: November 16, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk