

Step-By-Step Guide

Step 1 Visit our [Homepage](#).

Step 2 Once you are on our homepage you will see the "[Estimate Request](#)" form, open the fillable form.

Step 3 Begin to fill out all the prepopulated fields on the Estimate Request form. ***Please note:*** *There are drop-down menus and required fields. All designed to help you have a better experience.* Once the form has been completed, please 'click' on "I'm not a robot" and then 'click' the 'submit' green button located on the lower left portion of the form.

Step 4 Review Your Cost Estimate

You will receive via e-mail, a cost estimate reflexive of your event request(s). Please review and proceed to submit a [Service Request](#).

Step 5 Submit a Service Request

Please complete fields 2-24 to the best of your ability. Your finance department may be of some assistance with fields 6 and 7 (Org Code & Main Account Number). Once the form is complete proceed to page-2 under "**ROUTING INSTRUCTIONS**" and e-mail to Coordinator at <mailto:EDL-ISD-SpecialServices@isd.lacounty.gov>.