

Community Event Submission Form

Welcome to the city of Santa Monica's community events calendar! Cultural Affairs is excited to offer a central space where grantees and partners can easily share and discover arts and culture events happening around the city. Follow the steps below to submit your event.

Create a calendar account

- 1) Go to [Events Calendar - City of Santa Monica](#) .
- 2) Select "Sign up" on the top right corner.
- 3) Type your name, your email, and create a password **OR** choose one of the other options listed below to log in through another platform.
- 4) You'll receive an email from the City of Santa Monica. Click the link inside to verify your account.
- 5) Select "Go to my Dashboard".

Submitting the Event

- 1) Select "Submit an event" on the top right corner of your dashboard.
- 2) On the "Adding an event" form, type the following **required** information: event name, event description, and start date.
- 3) Complete the **optional** sections to increase audience reach and attendees, these include: times, location, a photo, event type, etc.

Next Steps!

After submitting your event, you will see a preview of your event listing.

An admin will review your listing to ensure the event aligns with all of the following criteria:

1. Takes place in the city of Santa Monica;
2. Is an arts and/or culture event;
3. Is nonpartisan (has no political affiliation, endorsement of party, candidate, or ideology);
4. And is NOT promoting religious or discriminatory content.

Once approved, your event will be visible on the community calendar.

For more detailed instructions and/or visual references, you can refer to our Extensive Guide.