

THE MAILROOM

City of Los Angeles Approved Vendor for Website Services
for Neighborhood Councils

Phone: 310-514-1797; Fax 310-514-0920

ncwebposting@gmail.com

1840 S. Gaffey Street, San Pedro, CA 90731

June 30, 2026

Northridge West Neighborhood Council SCOPE OF WORK 2026-2027

WEBSITE:

- Uploading of minutes, agendas, etc. to NWNC WORD PRESS website.
- Update meeting information when agendas are received to provide the information to the public.
- Post news items, event flyers, etc., (including ADA required Alt Text) as directed. NWNC to provide content.
- Updating of website as needed, limited additional web pages for special projects, new committees, and events as directed. NWNC to provide content.

EMAIL BLAST:

- Send emails through Mail Chimp to stakeholder list announcing upcoming meetings and events. NWNC to provide content.
- Maintain Mail Chimp account, review/cleanup emails that bounce, unsubscribe, or no longer valid.
- Add email addresses from information provided by NWNC.

SOCIAL MEDIA:

- Post meeting agendas, news items, event flyers, etc. to social media as directed. NWNC to provide content.

MONTHLY COST.....\$275.00