Event Planning

There are steps to creating a successful event. The OSE has put together this section to provide help in planning an event/gathering on-campus. Access important resources like the planning calendar, CardinalEngage, and more. Remember that all events need to be registered in CardinalEngage.

Steps to Planning An Event

- Step 1: Review the planning calendar, book a space, get money, and event planning guidelines tabs below to give you an idea of possibilities and protocols.
- Step 2: Register your event in CardinalEngage.

https://ose.stanford.edu/student-organization-resources/event-planning