

Stanford University



Remember... it is okay to not be okay.

Mental Health Resources at Stanford

Menu

# Stanford

## Office of Student Engagement



## 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 [Cardinal Engage](#)