



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.**

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Plan Something Amazing

Our goal is to equip students with the resources they need to create unforgettable co-curricular experiences, build meaningful relationships, and make lifelong memories. In addition to our clear [event planning policies](#), we're now offering practical [how-to guides](#) to help you bring your ideas to life.



Simple Meetings

24 Attendees Maximum

Events

25-100 Attendees

Major Events

100+ Attendees

Parties

Alcohol is Involved



Event Planning Guidelines

Recognized student organizations have the privilege of sponsoring events in the name of Stanford provided that they follow university policy, stay true to their approved mission and scope and work in close coordination with the university.

[Explore the Guidelines](#)



Book a Space

This information is ONLY provided for Stanford recognized student organizations that want to book event space.

Book Event Space Now



Get Money

Money is an important aspect of event planning that must be considered. Here are some resources, suggestions, off-campus fundraising opportunities, and more that may provide useful as you begin to plan.

[Find Ways to Get Money](#)



Submit Work Orders

Whether it's unlocking the room or running the projector, many services must be coordinated to ensure the success of your event. Here's a guide to requesting various support services and equipment.

[Submit a Work Order](#)

