

# PLANNING AN EVENT WITH OSARC

## 01

Create event on NYU Engage

This should be done at least 2 weeks in advance

## 02

Need marketing? Submit a design request

You can find it under "forms" in the Tandon Portal on NYU Engage

## 03

Talk to your GA if you need a budget for the event

## 04

Make Zoom link & plan program activities

## 05

Promote event on social media & NYU Engage "news posts"

## 06

Don't forget to take attendance during your event!