

Welcome Week 2025 Event Plan

Event title: Craft & Connect: Photo Frame Decorating

Location: WeeG, Gilchrist

Capacity: 40 - This event is not ticketed. If we reach capacity, a “one in, one out” system will be in place

Date: 15/09/25

Time: 14:30-16:00

Description (short): Students can personalise their own photo frame using paint, stickers, gems, washi tape, and more, while having a beverage and chatting to other students.

Setup: lay out all materials evenly for students to use and set up tea/coffee station in room

Materials required:

- Photo frame brown pack
- Photo frame multi-coloured pack
- Floral sticker pack
- Sticker pack
- Rhinestone stickers
- Urns, tea, coffee, milk, etc.
- Cups

During the event: Maintain a welcoming and inclusive atmosphere. Follow instructions of staff and Sabbs. Replenish craft supplies.

Take down: Reset the space. Make sure all litter is disposed of correctly, and any other debris is handled.

Queue management: Where there are queues building up, please make sure people are not blocking exits and entrances, and that they are not queueing in dangerous places (for example, across a road). Politely direct them to move from these spaces and try to maintain an orderly line.