**Welcome Week 2025 Event Plan**

**Event title:** Home Student Pizza Mixer / Scavenger Hunt

**Location:** Meet outside JMS then pizza in Room 201, McIntyre Building

**Capacity: 100**

**Date:** 17/09/25

**Time:** 12:00-16:00

**Description (short): A** fun scavenger hunt around campus, giving students the chance to explore, work as a team, and discover new places! Afterwards, we’ll head indoors for a pizza mixer with plenty of free Domino’s and time to chat. Current home students will be on hand to share tips and advice.

**Setup: set up tables and chairs in Room 201**

**Materials required:**

* Scavenger hunt materials.
* Lemonade x4
* Cola x3
* Pizza order in hand

**During the event: support students and maintain a tidy space.**

**Take down: ensure all rubbish is cleared away and return Room 201 to previous set-up.**

**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.