**Welcome Week 2025 Event Plan**

**Event title:** LGBTQ+ Pizza Mixer

**Location:** Williams Room, McIntyre Building

**Capacity:** until all seats are full. Max capacity 40

**Date:** Friday 19th September 2025

**Time:** 14:00-16:00

**Description (short):** Join us for a lovely LGBTQ+ Pizza picnic, right here on the main campus!

**Setup:** Set up chairs in a picnic style. Set out pizzas, being careful to avoid cross contamination.

Materials Required: - Lemonade x4

* Fizzy Orange x2
* Classic Cola x3

**During the event:** Support staff and sabbs, and maintain a welcoming, inclusive and tidy environment.

**Take down:** Reset the room, disposing of any litter and clearing any dishes.

**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 busy areas. Politely direct them to move from these spaces and try to maintain an orderly line.