**Welcome Week 2024 Event Plan**

**Event title:** Queer Culture Talk

**Location:** JMS, Room 743

**Capacity:** Until all seats are full. Please keep track of total attendance.

**Date:** Tuesday 16th September 2025

**Time:** 13:00-14:00

**Description (short):** Lecture style event on life as a part of the LGBTQ+ community

**Setup:** Lecture setup. Mic, projector, and sound system must be set up and operating.

**During the event:** Support Sabbs and staff where possible. Ensure tech equipment is working smoothly.

**Take down:** Reset the space, ensure any rubbish is disposed of.

**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.