**Welcome Week 2025 Event Plan**

**Event title:** Chill & Paint

**Location:** Williams room, McIntyre Building

**Capacity:** ticketed

**Date:** 18/09/25

**Time:** 15:30-17:30

**Description (short):** social event where students can come and do painting

**Setup:** Set up in groups, distribute art supplies across the tables evenly. Follow instructions of SRC Staff and Sabbs

Materials required:

* Acrylic paint
* Canvases x60
* Paint brushes

**During the event:** Help ensure everyone has enough art supplies. Manage any spills to maintain an overall tidy and comfortable environment. Provide any additional support requested.

**Take down:** Reset the space. Tidy away any leftover art supplies and wipe down all tables. Dispose of any litter.

**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.