**Welcome Week 2025 Event Plan**

**Event title:** Intro to Student Media

**Location:** Kelvin Gallery

**Capacity:** 100

**Date:** 18/09/25

**Time:** 12:00-13:00

**Description (short):** Lecture style event to introduce our various student medias to new students

**Setup:** Lecture setup

**During the event:** Follow instructions from SRC staff and Sabbs

**Take down:** Reset the space, follow instructions from SRC Staff and Sabbs

**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.