**Welcome Week 2025 Event Plan**

**Event title:** Mature Student Meet-Up: Caffeine & Common Ground

**Location:** Room 201, McIntyre Building

**Capacity:** 100

**Date:** 14/09/25

**Time:** 12:00-15:00

**Description (short):** Social event where Connection Tables are set-up, such as — Travel, Career Change, Family Life, Hobbies, or Study Goals. Students can chat with others who share their experiences. Every 10–15 minutes, they rotate to a new table.

There will also be a Coffee & Tea Bar — complete with non-dairy milk options— and bite-sized treats. Vegan and gluten-free options will be available. Open to any University of Glasgow student over the age of 21 at registration.

**Setup:** set up connection tables and catering as required. Additionally, provide any extra support requested by the team.

**Materials required:**

* Beanies coffee 50 pack x2
* Nametag packets x2
* Pens
* McVities selection x2
* Biscoff pack x1
* Milk
* Tea bags, coffee, cups, stirrers, sugar, napkins

**During the event:** Support the VPSS and other members of the team as best you can. Answer questions where possible

**Take down:** Return the room to its original setup. Make sure 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.