**Welcome Week 2025 Event Plan**

**Event title:** Care Experienced & Estranged Students Pizza Mixer

**Location:** Williams Room

**Capacity:** 40

**Date:** Tuesday 16th of September 2025

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

**Description (short):** Social event for care-experienced and estranged students to get free pizza and meet each other.

**Materials required:**

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**Setup:** Set up tables with seats, support staff and sabbs where instructed. Lay all pizzas out taking care with Vegan and Gluten free products so there is no cross contamination. Set our drinks where applicable.

**During the event:** Maintain a tidy, welcoming and inclusive environment.

**Take down:** Reset the room, ensure all litter is disposed of correctly.

**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.