**Welcome Week 2025 Event Plan**

**Event title:** IKEA trips

**Location:** Meet outside the Wolfson Medical School Building

**Capacity:** NON TICKED, FIRST COME FIRST SERVE - 40 per bus.

**Date:** Friday 19th September 2024

**Time:** first bus 10:00, second bus 11:00. Buses will return students at 11:30 and 12:30.

**Description (short):** Hop on the SRC bus to Braehead IKEA and grab your flat essentials (and maybe some meatballs).

**Setup:** Guide students onto bus and support staff and sabbs

**During the event:** Help support staff and sabbs to ensure all students get on their return buses safely.

**Take down:** N/A

**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.