**Welcome Week 2025 Event Plan**

**Event title:** Welcome Ceilidh

**Location:** Bute Hall

**Capacity: TICKETED [200] - 2 members of the team will be respnsible for checking tickets.**

**Date:** 15/09/25

**Time:** 18:00-21:00

**Description (short):** Scottish traditional dancing event with a trad band and social dancing.

**Setup:** Clear the room. Ensure there is space for the band to setup. Follow instructions of SRC staff and sabbs on the day.

Materials required:

* Water x3
* Irn bru x16
* Crisps variety pack x2
* GF shortbread x3
* Shortbread x10
* Tablet x1
* Caramel wafer box x1

**During the event:** Follow instructions of SRC staff and sabbs.

**Take down:** Reset the space as instructed by staff or facilities. Ensure any litter 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.