**Welcome Week 2025 Event Plan**

**Event title:** Campus Tour 1

**Location:** Across campus – check in with your TL/DL if you’re unsure

**Capacity:** 80

**Location:** Meet outside the JMS

**Date:** 12/09/25

**Time:** 15:00-16:00

**Description (short):** taking new students on a tour of campus, pointing out key spots.

**Setup:** Signs required

**During the event:** Keep track of attendees and check tickets, ensure no one gets lost, while carrying out the tour along the route provided (see your notion-board). Answer questions where possible. Make sure to keep an eye out when crossing roads.

**Take down:** Return your tour group to the end location. Return sign or any materials to the McIntyre Building.