**Welcome Week 2025 Event Plan**

**Event title:** Headlock Vintage Clothing Sale

**Location:** Kelvin Gallery

**Capacity:** N/A

**Date:** Monday 15th – 16th September 2025

**Time:** 10:00-17:00

**Description (short):** Vintage clothing sale

**Setup:** Clear the room of all chairs, tables, etc

**During the event: N/A**

**Take down:** Reset the space ready for the Ceilidh on Monday 15th

**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.