**Welcome Week 2025 Event Plan**

**Event title: Mindfulness Journalling x Collins Debden**

**Location:** WeeG, Gilchrist

**Capacity:** 40 - **This event is not ticketed.** If we reach capacity, a “one in, one out” system will be in place

**Date:** 17/09/25

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

**Description (short):** Mindfulness journalling workshop in collaboration with Collins Debden

**Setup:** Collins Debden to take lead on event

**Materials required:**

* **Catering and snacks TBC**

**During the event:** Maintain a welcoming and inclusive atmosphere. Follow instructions of staff and Sabbs.

**Take down:** Reset the space. Make sure all litter is disposed of correctly, and any other debris is handled.

**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.