**Welcome Week 2025 Event Plan**

**Event title:** Welcome to Scotland Social

**Location:** Kelvin Gallery

**Capacity:** 200 - **This event is not ticketed.** If we reach capacity, a “one in, one out” system will be in place

**Date:** 13/09/25

**Time:** 15:00-17:00

**Description (short):** An event for international students to experience some elements of Scottish culture and socialise.

**Setup:** Floor to be cleared. Follow instructions of Sabbs and staff.

**Materials required:**

* Highland cow toy x1
* Tabel runner x3
* Foil platter x1
* Caramel wafers x1
* Edingbugh rock x1
* Snowball packet x10
* Tongs x1
* GF shortbread x3
* Shortbread x10
* Irn Bru x16
* Crisps variety pack x2
* Teacakes x10
* Pork Pies x7
* Savoury eggs x23

**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.