**Welcome Week 2025 Event Plan**

**Event title:** Wicked in the Quads: Outdoor Film Night

**Location:** The Quads – East Quad

**Capacity:** 400 or until all seats are full. Please keep track of total attendance.

**Date: 18/09/25**

**Time:** 20:00-23:00

**Description (short):** Outdoor film screening of Wicked.

**Setup:** Distribute any supplies/snacks, ensure tech equipment is running smoothly and follow instructions of SRC Staff and Sabbs

Materials required:

* Popcorn boxes x500
* Popcorn
* Lemonade x5
* Fizzy orange x5
* Cola x5
* DVD
* Tango apple tins x2
* Cherryade tins x2
* Squashies x4
* Decor pack

**During the event:** Follow instructions form SRC staff and Sabbs

**Take down:** Pick up any litter, store away any leftover supplies or materials. Ensure tech is stored away correctly.

**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.