**Welcome Week 2024 Event Plan**

**Event title:** Fast Friends – Welcome Week Speed Mixer

**Location:** Kelvin Gallery

**Capacity:** Until all seats filled

**Date:** Tuesday 16th September 2025

**Time:** 14:00-15:00

**Description (short):** Speed dating style event for new students to make friends.

**Setup:** Chairs in speed-dating style setup (two concentric circles of chairs, outer circle facing in and inner circle facing out, so people can sit in front of each other). Follow instructions of SRC staff and Sabbs.

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

**Take down:** reset the space

**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.