**Welcome Week 2025 Event Plan**

**Event title:** Student Life: Get to Know Glasgow (in-person)

**Location:** Room 611 [LRE]

**Capacity:** Until all seats full. Please keep track of total attendance

**Date: 18/09/25**

**Time:** 13:30-14:30

**Description (short):** Event centred around learning about life in Glasgow

**Setup:** Lecture setup. Ensure mic and projector are setup and working

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

**Take down:** Reset the space, ensure all tech equipment is stored away correctly, and any litter is disposed of.

**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.