**Welcome Week 2025 Event Plan**

**Event title:** Students of Colour Mixer - Teas Around the World

**Location:** Williams Room, McIntyre Building

**Capacity:** 40 (or until seats are full)

**Date:** 17/09/25

**Time:** 12:00-14:00

**Description (short):** Social event for students of colour with a focus on tea tasting.

**Setup:** Set up the room with seating and groups

**Materials required:**

* Loose leaf tea [plastic box]
* McVities selection x2
* Biscoff x1
* Paper cups

**During the event:** Support the Sabbs, maintain an encouraging and welcoming environment. Help where requested.

**Take down:** Reset the room, ensure all litter is disposed of and dishes are cleared.

**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.