**Welcome Week 2025 Event Plan**

**Event title:** West End Tour 1

**Location:** Across campus – check in with your TL/DL if you’re unsure

**Capacity:** 80

**Location:** Meet outside the JMS

**Date:** 13/09/25

**Time:** 13:00-14:00

**Description (short):** An hour-long walking tour which will introduce students to the best places to shop, enjoy a coffee, or take a break, along with some local highlights.

**Setup:** Signs required

**During the event:** Keep track of attendees and check tickets, ensure no one gets lost, while carrying out the tour along the route provided (see your notion-board). Answer questions where possible. Make sure to keep an eye out when crossing roads.

**Take down:** Return your tour group to the end location. Return sign or any materials to the McIntyre Building.