**Welcome Week 2025 Event Plan**

**Event title:** Creative Writing Open Mic Night

**Location:** Gilchrist Cafe

**Capacity:** N/A. Please keep track of total attendance

**Date:** Friday 19th September

**Time:** 17:00-19:00

**Description (short):** Unwind with an evening of live jazz in the Gilchrist Postgraduate Club, hosted by the Glasgow University Jazz Society.

**Setup:** PA/Mic set up. Small staged area. Seating

**During the event:** Assist with tech, helping to resolve issues as they arise. Answer questions where possible

**Take down:** Reset the space. Return the PA/Mic to the correct storage 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.