**Welcome Week 2025 Event Plan**

**Event title:** Disabled Student’s Welcome & Pizza Social

**Location:** WeeG, The Gilchrist Postgraduate Club

**Capacity:** 100

**Date:** 15/09/25

**Time:** 17:00-18:30

**Description (short):** Free pizza and quiz-based social event for students with disabilities.

**Setup:** Set up tables and chairs. Lay out the pizza and drinks. Support the Gilchrist and SRC staff where requested.

**Materials required:**

* Lemonade tins pack x2
* Cream soda tins pack x1

**During the event:** Support where requested by staff. Maintain and friendly and encouraging environment.

**Take down:** Reset the space, clear all rubbish and food waste and dispose of it in the correct bins. Help staff with any other requests.

**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.