**Welcome Week 2025 Event Plan**

**Event title:** International Quiz

**Location:** Kelvin Gallery

**Capacity:** Until all seats taken [232]

**Date:** 14/09/25

**Time:** 16:00-18:00

**Description (short):** A quiz for international students.

**Setup:** Room must be setup with chairs around tables. Quiz materials should be distributed as instructed. Mic, projector, and sound system must be set up and operating. Interactive World Map + postcard project to also be set-up in the space. Ensure quiz prizes are also present.

**Materials required:**

* Lemonade x10
* Fizzy orange x5
* Cola x5
* Crisps variety pack x6
* Shortbread collection [prize] x1
* Highland cow toy [prize] x1

**During the event:** Support the event however is requested by staff, or sabbs.

**Take down:** Reset the room and correctly take down and (where relevant) store away the mic, projector, and sound system. Ensure 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.

**More detailed quiz instructions**

During event:

This event remains one of the larger events and will accommodate around 130 students – special notice should be placed to the fact that this event appeals to a large range of international students. When announcing the questions or any announcements please speak clearly to ensure all students can enjoy the event fully.

The 2 teams of helpers assigned to this event will need decide between themselves who will fulfil the 4 key roles for this event to run smoothly. If available the VP SS and VP SA will be the Quizmasters, otherwise a helper will take this role.

- Quizmasters

The responsibility of the Quiz masters is to host the quiz, read the questions clearly and have appropriate interludes between rounds and questions. They will operate the quiz power point as well as the interlude playlist. Ideally these should be comfortable speaking in front of a lot of people and comfortable being on stage for a longer period of time.

- Room chaperones

These helpers will continually ensure the event is accessible be free and on hand at all points of the event to sign post students to bathrooms, food and answer questions about upcoming events. These helpers should be very aware of congestion and queue management. Helping people find space will be key.

- Markers

Markers will be responsible for collecting the quiz sheets and marking them. Quiz sheets will be marked in intervals of 2 rounds with results to be announced in this break. During the rounds the markers should act as a social buffer for groups (without helping them answer the quiz) and help the students get to know each other better.

- Number keepers

This may only require two helpers and will be used to fill in the spreadsheet with congruent marks from each round. Markers will only be expected to input these in-between every second round. Due to the potential size of the event markets need to be aware that attention will need to be placed on making sure the scores are correct – they will then handover the marking sheet to the quizmasters to announce every second round.

The event will run as such:

· Introduction & Announcements:

Introducing everyone to the quiz, explaining the format and introducing the amazing prizes we have.

This should be used an opportunity to point out the blue helpers and also remind people not the steal the pens.

Attendees should be instructed to get into groups and come up with a team name – the team name MUST BE AT THE TOP OF THE SHEET or it won’t get marked!!! (Remind them of this.

· Round 1

· Round 2

· Interval & Marking

Quizmasters to put some music on and can use this as an opportunity to promote other events. This can also be used an opportunity to do some crowdwork. Room chaperones should also facilitate conversation between the attendees. Once the marking is completed quizmasters should announce the running. If there are a lot of teams maybe announce the top 5 or top 10.

· Round 3

· Round 4

· Interval and marking

See above. The next two rounds will have extra points so remind audience everyone is still in the running.

· Round 5 – music round a point for song and artist

· Round 6 – Double points but harder questions

· Prizes.

A selection of prizes will be available they will be separate into 3 separate prizes, 1st, 2nd and 3rd to get a prize. – first place to get first choice

· Event end

If there is time the helpers can facilitate for groups to mix up and make friends.