**Welcome Week 2025 Event Plan**

**Event title:** Pizza + Chat with SRC Team

**Location:** Room 201

**Capacity:** Until all seats filled

**Date:** T18/09/25

**Time:** 11:00-13:00

**Description (short):** Fair-style event to introduce new students to the SRC – with pizza

**Setup:** Fair-style, ensure technical equipment is set up and working correctly.

**Materials required:**

* SRC stickers/raffle tickets for pizza tokens
* Pizza order in hand
* Plates/napkins/cups
* Lemonade/cola [use what is leftover]

**During the event:** Follow instructions of SRC staff and sabbs.

**Take down:** Leave setup for event immediately following.

**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.