**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.