**Welcome Week 2025 Event Plan**

**Event title: PASS – Performing Art Society Showcase**

**Location:** Bute Hall

**Capacity: 250**

**Date:** 18/09/25

**Time:** 16:00-19:00

**Description (short):** A showcase demonstrating the multitude of performing arts societies across the Uni of Glasgow. Co-hosted by STAG (the biggest & oldest theatre society) and SRC, we aim to provide incoming students with the array of performing opportunities on campus.

**Setup:** Support societies – direct students to seats

**During the event:** Maintain a tidy, welcoming and inclusive environment.

**Take down:** Reset the room, ensure all litter is disposed of correctly.

**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.