**Welcome Week 2025 Event Plan**

**Event title:** Student Carer – Self Care Drop-In

**Location:** Williams Room

**Capacity:** 40 (or until seats full)

**Date:** 18/09/25

**Time:** 13:00-15:00

**Description (short): T**his relaxing, destress event is designed for **student carers** to unwind and recharge through **simple, mindful activities** that focus on self-care.

**Setup:** Set up seating at tables in groups. Put out all tea and coffee, and biscuits and craft supplies.

Materials required:

* McVities selection x1
* Biscoff pack x1
* Tetley fruit tea pack x1
* Coloured pencils pack x2
* Paper cups
* Paper

**During the event:** Support staff/sabbs to maintain and welcoming, inclusive and tidy environment. Go and get further supplies if needed.

**Take down:** Reset the room, ensure all dishes and litter are cleared 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.