**Welcome Week 2025 Event Plan**

**Event title: Welcome Fair**

**Location: Main Campus, Professor’s Square, Hunter Halls, Cloisters**

**Capacity: Outside**

**Date: Tuesday 16th + Wednesday 17th September 2025**

**Time: Both days 10:00 – 17:00**

**Description (short):** Join thousands of new and returning students for our flagship 2-day outdoor fair packed with clubs, societies, stalls, performances, and freebies.

**Setup: Please refer to SRC Staff (Jamie + Ella) for specific tasks during Fair Set-up**

**During the event: Please refer to SRC Staff (Jamie + Ella) for specific tasks during the Welcome Fair**

**Take down: Please refer to SRC Staff (Jamie + Ella) for specific tasks during Fair Take Down on Wednesday the 17th September**

**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.