**Welcome Week 2025 Event Plan**

**Event title:** Jazz Society: Live Music Night

**Location:** Gilchrist Cafe – one in, one out if event reaches capacity

**Capacity: Gilchrist capacity**

**Date:** 15/09/25

**Time:** 19:00-21:00

**Description (short): live music event in collaboration with the jazz society**

**Setup:** seats arranged for watching in cafe. Arrange some seats in the staging area for the band.

**During the event:** ensure no overcrowding. Manage technical issues as they arise. Answer questions where possible.

**Take down:** Reset the venue to as you found it

**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 or in front of fire exits). Politely direct them to move from these spaces and try to maintain an orderly line.