**Welcome Week 2025 Event Plan**

**Event title:** Headphone Disco with Bongo’s Bingo

**Location:** Cloisters

**Capacity:** TICKETED (300)

**Date:** Friday 19th September 2025

**Time:** 17:00-20:00

**Description (short):** Dance the night away in the iconic Cloisters as three DJs battle for your attention – you choose the channel, you choose the vibe.

**Setup:** Ensure all tech is working, check tickets.

Materials Required: - Glowsticks packs x3

* Glow in the dark paint packs x3

**During the event:** Follow instructions of SRC Staff and Sabbs

**Take down:** Ensure all headphones are returned and stored away properly. Dispose of any litter.

**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.