**Welcome Week 2025 Event Plan**

**Event title:** Friendship Bracelet Making

**Location:** Wee G, Gilchrist Postgraduate Cafe

**Capacity:** 40, or until all seats full

**Date:** Friday 20th September 2024

**Time:** 14:00-16:00

**Description (short):** Come along to make some new friends and bracelets at the same time!

**Setup:** Set up tables and chairs in groups, lay out all craft materials evenly for students to use. Follow instructions of SRC Staff and Sabbs

Materials Required: - 6mm beads colorful x1

* Letter beads x1
* Clear bracelet string x1

**During the event:** Follow instructions of SRC Staff and Sabbs. Help maintain a tidy, welcoming and inclusive environment.

**Take down:** Clear away all supplies and store them correctly. Reset the space. Ensure any litter is disposed of

**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 busy areas. Politely direct them to move from these spaces and try to maintain an orderly line.