**Welcome Week 2025 Event Plan**

**Event title:** The Kilted Quiz! With Shaun, the Kilted Quizmaster

**Location:** Gilchrist Cafe

**Capacity:** N/A. Until seats filled. Please keep track of total attendance.

**Date:** 17/09/25

**Time:** 18:00-20:00

**Description (short):** Pub quiz in the Gilchrist. Refreshments will be available to attendees.

**Setup:** standard cafe – groups

**Materials required:**

* Highland cow toy x1
* Sweet tub x2
* SRC merch
* Amazon vouchers x5
* Paper + pens

**During the event:** support on any technical issues, manage attendance numbers to avoid overcrowding.

**Take down:** return cafe to original setup. Tidy away tech.

**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.