**Welcome Week 2025 Event Plan**

**Event title:** Are You Smarter Than a 10-Year-Old?

**Location:** Kelvin Gallery

**Capacity: 232**

**Date:** 17/09/25

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

**Description (short):** Quiz/activity competition

**Setup:** Clear the floor. Follow instructions of SRC Staff and Sabbs

**Materials required:**

* White board pens 12 pack x2
* Coloured paper pack x2
* Modelling clay x3
* Balloon pack x2

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

**Take down:** Reset the space. Ensure all litter is disposed of correctly. Follow instructions of SRC Staff and Sabbs

**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.