# Event title: Home Students' Day (Local Student Orientation)

**Date:** Friday 12 September 2025
 **Time:** 14:00–17:00
 **Location:** Hunter Halls (2:30pm), then QMU (from 4pm)
 **Capacity:** This event is not ticketed.

**Event description (short):**
 Following on from the Local Student Orientation, join the SRC for a fun afternoon of icebreakers, games, and campus tours designed to help you settle in and meet new people.

### **Structure & Flow**

* 4 teams stay to set-up room from 2-2.30pm, 2 teams go to collect students.
* Students gather outside **Boyd Orr** at 2.30pm before heading to Hunter Halls.
* Event starts in **Hunter Halls** with icebreakers, board games, and refreshments.
* **Campus tours** leave every 20 minutes in groups of up to 80 students (1 helper team per group).
* **Before 4pm:** tours should return to Hunter Halls.
* **After 4pm:** tours should finish at the **QMU**, where students can relax and enjoy the bar.

### **Helper requirements**

**6 Welcome Helper Teams needed.** Each team should:

1. **Set up Hunter Halls:**
	1. Arrange tables and chairs around the sides of the room, leaving the middle clear for games.
	2. Set up food and drinks on a table near the entrance.
	3. Set up board games on another table.
	4. Have icebreaker slides ready on the computer and hand-outs prepared.
2. **During the event:**
	1. Serve food and drinks to attendees.
	2. Facilitate board games (encourage people to join in, explain rules if needed).
	3. Present the icebreaker activities (use the slides and A5 handouts).
	4. Lead tours in a staggered fashion (1 full team per group).
	5. If the tour finishes **before 4pm**, return the group to Hunter Halls.
	6. If the tour finishes **after 4pm**, take the group to QMU.
	7. Keep track of total attendance using a clicker.
	8. Support the Sabbs and staff where required.
3. **Queue management:**
	1. Prevent students blocking exits/entrances or queueing in unsafe areas (e.g. across roads).
	2. Direct students to toilets (in entrance to Hunter Halls)
	3. Politely redirect people to maintain safe, orderly lines.

### **Materials required**

* **Drinks:** Lemonade x5, Fizzy orange x5, Cola x5, Diet cola x3
* **Snacks:** Crisp variety pack x6, Biscoff pack x1, McVities pack x4
* **Serving:** 500 plastic cups, 500 paper cups, 500 paper plates, 500 napkins, 2 x hand sanitiser, disposable cutlery packs

If we run out of stock, contact Jamie/Ella.