

Welcome Week 2025 Event Plan

Event title: Local Student Orientation Stall

Location: JMS 743

Capacity: 4-500 over the course of the day. [1 Welcome Helper Team required]

Date: 12/09/25

Time: 13:15-14:30

Description (short): Stall set-up as part of the LSO info session.

Materials required:

- SRC banner
 - SRC leaflets
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Event title: Home Students' Day (Local Student Orientation)

Location: Hunter Halls (2.30pm), then later QMU (4pm)

Capacity: This event is not ticketed. Tours will be delivered in a staggered fashion, with tour groups leaving with up to 80 students every 20 minutes. Please keep track of total attendance with a clicker. [5 Welcome Helper Teams required]

Date: 12/09/25

Time: 14:30-17:00

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

Materials required:

- Lemonade x5
- Fizzy orange x5
- Cola x5
- Diet cola x3
- Crisp variety pack x6
- Biscoff pack x1
- McVities pack x4
- Approx 500:
 - o Plastic cups

- Paper cups
 - Paper plates
 - Napkins
- Hand sanitiser x2
- Disposable cutlery packet

Setup: N/A - Students to be collected from outside of the Boyd Orr building at 14:30. Support the Sabbs and other staff where possible.

During the event: Answer questions where possible, assist in giving the tour. Provide any additional help requested.

Take down: N/A

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.