**Welcome Week 2025 Event Plan**

**Event title:** Wee World Changers: Student Parents & Kid at The Hunterian

**Location:** Hunterian Museum

**Capacity: 8**0

**Date:** Saturday 20th September 2025

**Time:** 11:00-13:00

**Description (short):** Bring the wee world changers for a fun-filled visit to the Hunterian Museum – with activities for kids of all ages and refreshments for everyone.

**Materials required:**

* Orange diluting juice x1
* Blackcurrant diluting juice x1
* Go Ahead 6 Fruit & Oat Bakes Apple x5
* Whitworths Sunny Raisins x3
* McVitie's Digestives The Original Biscuits Twin Pack x3
* Nairn’s Gluten Free Biscuit Breaks x2
* Sparkling Lemon and Lime Water x1
* Sparkling Apple and Raspberry Water x1
* Nairn’s Glute Free Mini Cheese x1
* Jacob’s Mini Cheddars x1
* Fruit Shoot Hydro Apple & Raspberry x2
* Fruit Shoot Hydro Blackcurrant x2
* Crisps Variety Pack x 1
* Pink Lady Apple and Grape Fruit Pot x 10

**Setup:**

* Deliver snacks and drinks to the Hunterian Museum
* Liaise with Hunterian staff on arrival to coordinate layout.
* Set up activity tables with colouring and worksheets (provided by the museum).
* Arrange quiet play area with jigsaws and simple board games.
* Set up refreshments station with signage noting allergens.
* Place SRC welcome sign at the museum entrance.

**During the event:**

* Greet attendees and explain the event layout.
* Encourage relaxed interaction and mindful activities.
* Monitor play zones and top up refreshments.
* Tidy and rotate game/activity materials.
* Track approximate attendance (adults and children).

**Take down:**

* Pack away SRC games and leftover snacks.
* Clean tables and return space to original layout.
* Remove signage and waste.
* Thank Hunterian staff and leave feedback if appropriate.
* Report attendance and key notes to Jamie.

**Queue management:**

* No formal queue expected.
* If busy, manage room capacity and suggest rotating activities.
* In case of incidents, contact Jamie or use SafeZone.