**Welcome Week 2025 Event Plan**

**Event title: GSDC X SRC Dance Masterclass**

**Location:** Bute Hall

**Capacity:** 250 – one in, one out system thereafter

**Date:** 18/09/25

**Time:** 13:00-15:00

**Description (short):** Dance masterclass hosted by GSDC for freshers and returning students to come and enjoy 2 hours of dance workshops with a range of styles.

**Setup:** Clear space. GSDC running event – support them where possible.

**During the event:** Help where requested.

**Take down:** Reset the room, ensure all litter is disposed of and dishes are cleared.

**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.