**Welcome Week 2025 Event Plan**

**Event title:** Volunteering Festival

**Location:** Bute Hall

**Capacity: 2**50

**Date:** 17/09/25

**Time:** 10:00-14:00

**Description (short):** Like the welcome fair, but for volunteering providers

**Setup:** Mini-fair style

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

**Take down:** Clear the floor of all tables and chairs.

**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.