

### Preparation for Welcome Week

- Plan a rota amongst your committee to man the stall throughout the day
  - o It is a long day so try to break it up amongst all of you
  - o Do not leave the stall unmanned
  - o Make sure that all of your committee has the correct information about your society
- Create flyers and posters about what you do as a society and any events that you have on throughout the week
- Put your social media on QR codes so it is easy for people to find
  - o Make sure that there is already consistent posting on your social medias
  - o Tag the SU (@solentsu) so we can repost
    - Remember to follow us
- Make sure that you think of the full 2 weeks of welcome week and not just the fayres
  - o Run free tasters to showcase what your society does and get more new people involved
  - o Plan socials, challenges, and events
  - o Show the variety and fun of your society
  - o Remember to do your risk assessments
- Run free tasters all students
  - o Allow all students to come, not only 1<sup>st</sup> years want to try out new societies
  - o Does not have to revolve around alcohol, must provide an alcohol alternative if there is alcohol involved
  - o No peer pressuring or hazing of any of the students/members
  - o Tell the SU bout your free tasters so that we can advertise them!!

### Make your stall stand out

It is very important to have a stall that stands out and shows new students what it is that your society and club actually does. Think outside the box to attract people's attention.

- Don't just hide behind the stall, come out in front and grab people's attention
  - o Don't block people's path
  - o We will not be providing chairs for stalls unless you request one
- Decorate your stall!!
  - o People have a short attention span so make sure that you grab your attention
  - o No one can tell who you are unless you tell them with your decorations
- Ben fun with it, freshers' fayre should be a fun time for everyone
  - o Run games or competitions
  - o Give out freebies, e.g. stickers, sweets, t-shirts
- Make friends with the societies around you, it is a long day and who knows you might be able to help each other
- Make it clear who you are, people will be too scared to approach without a hint of who you are. You can't just have paper flat on the table

**Do Not throw anything around the room, this will not be acceptable. We will run a three-point system, if you break this rule three times, or disrupt the fayre/new students, then you will be asked to leave the fayre.**

## Examples

- **Basketball** – have your kit on, basketballs on the table, pictures and flyers about your sessions, run a competition to guess how many balls are in a bag.
- **Theatre societies** – have photos of your old plays, have some of your props, freebies, tombola.
- **Art societies** – display your art, have a drawing competition, stickers of your logo, links to your social media and upcoming events.

## Free Tasters

All societies should run at least 1 free taster session in the welcome week(s) so that new and returning students are able to try out your society before they buy membership

- Make sure you pre-post about your event to create demand as well as well as during the event
- Submit your risk assessments
- Committee should ensure new students feel welcome
- Tell the SU what you are planning so we can promote it
- Tag us @SolentSU

There is a whole host of free tasters that you could run depending on what your society is, eg.

- Film night
- Baking event
- Dress as the 1<sup>st</sup> letter of your name
- Scavenger hunt
- Gaming tournament
- Dress as your degree

If you need help, contact [student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk)

## Freshers Fayre Plan

- **The Fresher's Fair will be open to students from 10 am until 4.30 pm.**
- All stands MUST be set up by 9.30 am
- All stands must be packed away by 5:30pm
- Respond to confirmation email by the 15/09/23 to keep your stall.
- Tell us if you are loading/unloading from a vehicle by emailing [himaya.kumaradasa@solent.ac.uk](mailto:himaya.kumaradasa@solent.ac.uk)
- Make sure allergens are clearly labelled for food at your stall.

## Welcome Week Plan

- Sip and Paint - 19/09
- Petting Zoo - 20/09
- Arts and Crafts - 25/09
- Open Mic Night - 25/09
- Ikea Trip - 27/09

## Guide to Freshers

- Karaoke Night - 28/09
- Drag Bingo - 29/09
- More events available on our website

### **Guidelines**

- Do not force anyone to drink, ensure alternatives are available
- Be friendly to everyone – do not exclude people, especially if you are on committee
- Ensure information is consistent across all platforms and members so no misinformation is spread
- **NO HAZING** – hazing in any form will not be tolerated and will result in disciplinary action
- No throwing anything during the freshers' fayres – it will be managed on a three-strike basis before you are removed
- People need to buy membership after the initial welcome

### **What to do Next**

- Ensure that you have filled out the request form for a stall at the freshers' fayres
- Respond to the follow up email following this form – if you do not respond you will no longer have a stall
- Pick up your promotional materials provided by the Students' Union before the beginning of the Freshers' fayre