

INSTRUCTIONS FOR ORGANIZERS:

ADF Community Breakfast

- *The Design Factory Community Breakfasts are held usually on Tuesday mornings at Design Factory community kitchen "Kafis" in Aalto Design Factory (Betonimiehenuja 5C)*
- *The start time of the breakfast is from 8.30 onwards*
- *The goal of the breakfasts is to...*
 - *get to know members of the community*
 - *make people aware of your project/team at DF*
 - *opportunity to have people test your prototypes*

Informing about the breakfast



- *ADF Community Breakfast should be informed about in the AaltoDF Telegram group at the latest on Monday before the day of the breakfast*
 - *The AaltoDF Telegram group consists of the whole DF community, be it staff, students, start-ups, etc.*

- *When informing about the breakfast, mention these things:*

- *Location*
- *Start time*
- *Price (2,5€/person)*
- *Cuisine/menu (in case you have a specific one in mind, e.g. a Chinese breakfast)*
- *Who is organizing the breakfast? (e.g. MachineShop, PdP team, IDBM staff...)*
- *Payment options (cash/MobilePay)*

- *It is recommended to collect the amount of attendees beforehand so you know how many will attend the breakfast!*

- *E.g. 10 attendees = 25€ budget*
- *Adjust as needed if there are a lot of reactions on the TG post*

The ATTRACT team will organize DF Community breakfast tomorrow at Design Factory Kafis from 8.30 onwards! Expect something sweet and salty... 🍌

- 📌 The price is 2,50€ as usual, you can pay via cash or MobilePay.

- 📌 Please react to this message if you will be joining so we know how many of you to expect!

- *Feel free to make a visual (picture/video etc.) to go together with the info message!*

→ *This is a great way to catch the attention of community members and make the theme of your breakfast stand out!*



Preparing for the breakfast

- Before organizing one of your own breakfast, make sure that you have attended at least one ADF Community Breakfast yourself so you know what it's all about!



The day before

- First check if you could utilize ingredients from previous breakfasts
 - Previous breakfast items are kept in a shopping cart in the ADF catering room
 - If you are not familiar where the catering room is located, you can ask the person working in the lobby or an ADF staff member to show it to you



- The cash for the breakfast supplies is kept in a tin can in the ADF lobby
 - Ask the lobbyshifter to give you the amount of cash you need (maximum 2,5€ x *the number of attendees joining the breakfast*)
 - Mark the amount of cash you borrowed in this sheet:



→ https://docs.google.com/spreadsheets/d/1-KZbi9rL2Apoas8JNHWm-VURfcziT-b1_uWPeFqaBqXq/edit?usp=sharing

- You are responsible of purchasing all the breakfast ingredients
- Try to buy affordable items
 - Note that cooking/baking yourself is a more affordable option
- If you decide to buy more expensive ingredients, you could balance it out with a cheaper option
 - E.g. by cooking something by yourself or utilizing the ingredients from the previous breakfasts
- You can store the bought food items in the catering room brekkie cart overnight
 - Make sure to mark them with your name



- Note that the budget is 2,5€ per person, e.g. 10 people = 25€
 - Please make sure that you get back all the money you spent and return it in the end to the tin can
- Put the dishwasher on already during the previous day so that there are enough clean dishes for the morning

→ If you have any questions, don't hesitate to ask!
If you are not sure who to ask, you can always ask Klaus (050 410 3664) :)

Morning of the breakfast

- *Make sure to arrive early so you have time to heat up the oven and prepare the breakfast*
- *Set a buffet style table with dishes, food and paper towels easily available for attendees*
- *Complimentary coffee from the Kafis coffee machine is included in the price of the breakfast for attendees*
 - *For this, we store a special coffee tag meant exclusively for breakfast attendees*
 - *You can find the coffee tag in the cash tin previously given to you*
- *When the breakfast is ready, feel free to snap a picture and inform about it on Telegram!*
 - *You can also request a staff member to inform about the breakfast on internal staff channels*
- *Make sure to request the money from the attendees either via cash or MobilePay*
 - *Make politely sure that everyone has paid and that your budget hasn't been exceeded :)*
 - *You can utilize the standup payment info card in the brekkie cart*
 - *You can write the correct MobilePay number with a dry erase marker to the payment info card*



After the breakfast is over...

- *After the breakfast is over, your job is to **make sure the kitchen looks clean***
 - *Make sure that all the dishes are in the dishwasher*
 - *Turn on the dishwasher so there are dishes for lunch!*
 - *Anything that will last to next week, please pack and store in the brekkie cart*
 - *Alternatively, you may leave it for Kafis tables for few hours and put a note "free to eat"*
 - *However, make sure you throw the food out eventually and do not let it get spoiled!*



- *Count the money and record it on the sheet:*
 - https://docs.google.com/spreadsheets/d/1-KZbi9rL2Apoas8JNHwM-VURfcsiT-b1_uWPeFgaBqXg/edit?usp=sharing
- *Return the money tin and the breakfast coffee tag back to the ADF lobby*

Thank you for organizing ADF Brekkie! <3