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 (Betonimiehenkuja 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 <u>AultoDF Telegram</u> 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
 - 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!

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!



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



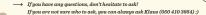


- The cash for the breakfast supplies is kept in a tin can in the ADF lobby
 - Ask the lobbyshifter to give you the amount of cash you need (maximum 2,5€x *the number of attendees joining the breakfast*)
 - Mark the amount of cash you borrowed in this sheet:
 - https://docs.google.com/spreadsheets/d/1-KZbi9rL2Apoas8JNHWm-VURfcziT-b1_uWPeFgaBgXg/edit?usp=sharing
- You are responsible of purchasing all the breakfast ingredients
- Tru to buu 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



Morning of the breakfast

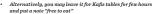
- Make sure to arrive early so you have time to heat up the oven and prepare the breakfast
- Set a buffet style table with dishes, food and paper towels easily available for attendees
 - Complimentary coffee from the Kafis coffee machine is included in the price of the breakfast for attendees
 - For 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
- $\bullet \quad When \ the \ breakfast \ is \ ready, feel \ free \ to \ snap \ a \ picture \ and \ inform \ about \ it \ on \ Telegram!$
 - You can also request a staff member to inform about the breakfast on internal staff channels

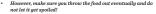


- ${\it Make sure to request the money from the attendees either via cash or Mobile Pay}$
 - Make politely sure that everyone has paid and that your budget hasn't been exceeded:)
 - You can utilize the standup payment info card in the brekkie cart
 - You can write the correct MobilePay number with a 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







https://docs.google.com/spreadsheets/d/1-KZbi9rL2Apoas8JNHWm-VURfcziT-b1_uWPeFgaBgXg/edit?usp=sharing

Return the money tin and the breakfast coffee tag back to the ADF lobby

