

HOW TO PLAN: A POP-UP TAKEAWAY CAFE

A great way to connect with people living in your community is to run a pop-up event, like a takeaway café. We've created this guide to help you consider all of the different aspects of planning and running this kind of event.

WHY A POP-UP TAKEAWAY?

The point of a pop-up event is to provide a space for **connection** and **conversation**. The temporary nature of a 'pop-up' means you can **trial** ideas without committing to something long-term. A key factor is to ensure you have a good **'hook'** to draw people to your event – such as food! We would also encourage you to think about how you can use the event to practically **demonstrate God's love** e.g. could the refreshments be free or low-cost?



WHERE DO I START?

Step 1: Pick a location

The first thing to consider is whether you want to be indoors or outdoors, and what spacing you will require for queuing and interacting. Other things to think about is how far you'll need to transport your equipment, and whether you will need access to water, etc. You might choose to use a church building or space at a local community centre. Wherever you decide to host your 'pop-up', make sure you have permission from the landowner first.

Step 2: Choose your refreshments

Will you be providing just drinks, or cakes/biscuits too? It is important to consider the food hygiene implications for refreshments to you, including preparation, as well as your budget. We recommend that at least one member of your team has completed food hygiene training.

Step 3: Plan your resources

As well as the edible items, there will be other resources you need to have ready, such as a table to serve from and utensils for serving. See the section below about resources and equipment for more detail.

Step 4: Gather your team

We encourage you to hand-pick the volunteers to be on your team to make this happen. See the section below about volunteers for more detail.

Step 5: Pick your date and time, then get inviting!

It's definitely worth looking out for other events and activities going on in your local area before you choose the date, just so that you're not clashing with something else! We recommend that the first time you run one of these, your event lasts no more than 2 hours.

VOLUNTEERS

You will need to organise a team of people to help run your event on the day. In particular, we recommend finding people to fill the following roles:

- Set up / clear away
- Serving refreshments (2 people at a time should be plenty)
- Stewards – particularly to help manage a queue and oversee any health and safety

You'll particularly want to find helpers who are willing to be **friendly** and **interactive** with those who attend your event. Make sure that each volunteer is briefed on their role, plus any health and safety considerations.

WHAT EQUIPMENT OR RESOURCES DO I NEED?

This will depend on what refreshments you plan to serve and how many people you expect to visit. However, as a minimum you will need:

- Table(s) to serve from
- Jugs
- Air pots/flasks for hot water
- Takeaway cups (preferably recyclable)
- Tea spoons
- Tea / Coffee / Squash
- Sugar & Milk
- Biscuits / Cakes
- Plates & serving utensils
- Serviettes or paper plates
- Cleaning materials e.g. cloths, spray
- Bins

Depending on your location, you may wish to put out some tables and chairs for visitors. If you are outdoors, you may also want to think about ensuring you have a covered area in case of poor weather, such as a gazebo.

You could also consider how to create a bit of presence, so that people know what's going on and that they can come over e.g. putting up some bunting or a banner, or playing some music.



PUBLICITY

Make an **eye-catching poster** with the brief details including date, time, location and any extra things people might need to know. Then start to **invite** people! Places you might want to advertise could be: local noticeboards, community centre displays, via the school or nursery, online on your church social media, in local Facebook groups, etc. Encourage your church family to put a poster in their window and invite their friends and neighbours along too.

If you're not confident with how to make a poster, there are lots of websites that can help. One we recommend using is www.canva.com. It enables you to download your poster as a PDF (for printing) or a JPEG (for social media or websites).

HEALTH AND SAFETY

It is important to consider what **risks** there may be to those participating in your event, and the **measures** you can put in place to avoid or manage any incidents. You should spend time creating a risk assessment which covers each aspect of your event. Key issues will be:

- Food hygiene – this is applicable to the preparation of refreshments as well as serving. If you are serving hot drinks, how can you avoid burns? How will you ensure that people with food allergies are kept safe? Please note that you are responsible for ensuring food hygiene standards are met.
- Layout and queuing – how can you set up the space to cater for the number of people who might attend? Do you need to set up a queuing system, for example? How can you avoid anyone tripping over?
- Weather – if you are outdoors, it will be important to keep an eye on the weather forecast and have a plan in place for issues that may arise with rain, wind or lots of sunshine!

You should also make sure your event has the necessary **public liability insurance** to covers the volunteers involved in your event and the event itself.

If you have any questions as you plan your event, please feel free to get in touch.

YOU CAN CONTACT US VIA INFO@THENOISE.ORG.UK OR CALL 0117 979 1399