

the manual

pop-up cafe



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C A F E

why pop-up cafes?

The idea behind “Pop-Up Cafe” is to create flexible and temporary public spaces in the most underused or unexpected locations in the city. The pop-up café was developed by [Paco Inclán](#) from Spain.

This light, quick, and cheap approach to placemaking consists of setting up some spaces to sit and socialize and offer free drinks and snacks to those passing by, to spark conversation with them about the area, how they use it, or anything at all.

Placemaking can only happen with excited and engaged citizens, as such, it is very important at the beginning of placemaking projects to just get people talking to one another! It’s a great way to create a local network and to explore who is using your neighborhood, and how it can be transformed.

Through this tactical application, you can learn about the obstacles and opportunities that are unique to the neighborhood and even get in touch with locals who can contribute to your future projects.



background pop-up cafes Oslo



Credits: Victor Paiam

As part of a larger, long-term placemaking research and development project called “PlaceCity - Placemaking for Sustainable, Thriving Cities”, Nabolagshager invited Paco Inclán from Valencia, Spain, to test out his pop-up cafe tool in Oslo.

We at Nabolagshager, with the help of our youth program Oslo Living Lab, and other partners, initiated three of these pop-up cafes outside of Hersleb High School in Oslo, where the youth from the program are students of the school.

The events were successful in activating the space, creating inspiration and excitement about the project, and getting the conversation flowing about the opportunities and challenges of the area. They also helped us to significantly strengthen our local network of stakeholders surrounding the project as we encountered many residents who would not normally have met at other events.

how to organize pop-up cafe?

1 . Find a public place you would like to organize your event. Maybe it's a place many people just rush through? Maybe it's a place you think could need some social and fun activities or just a very unexpected space.

2 . Check with your local district if you need a permit to have a pop-up event. They may even have some funding for your event or good suggestions of who may be up to join you.

3 . Join forces with other passionate placemakers and community actors. Working together is fun and you can share costs and workload. Reach out on social media or search for organizations working with your community and connect to these people.

4 . Think thematically and about activities for different target groups. You may want activities for children, youth, and adults. What about having face paint, a basketball tournament, or a DIY workshop? Maybe you want a beach cafe or a winter party to light up the place?



Credits: Nabolagshager



5 . Think temporally and decide on a day and time. Make sure everyone can join and plan your pop-up café after school and work hours. In general, we planned our Pop-Up Cafe around 3 weeks before the event to ensure participation turnout and enough time to organise the steps, but every context is unique, and the Pop-Up Cafe can be implemented in varying timelines.

6 . Make posters and hang them up in your neighborhood and create a social media post on your page or the local community group. Create some posters that are inviting and explain the concept so you can hang them up the day of your event.

7 . Get pop-up furniture. You can either work together with a local recycling station to borrow sitting places or just use garden boxes and put a piece of smooth wood on top. Or maybe someone has a bunch of camping furniture they could bring for the event.



Credits: Nabolagshager



8 . Organize decorations and make a playlist and get a speaker. This will make your pop-up cafe feel very cozy. You can use your theme to find decorations or you can decorate the place in a way you feel comfortable. This is the time to find your old party decorations back and give them a new life.

9 . Get food and snacks; free food always attracts everyone this can be anything from cakes, waffles, tacos, soup, a barbecue to smoothies. Just make sure everyone could enjoy something despite age and dietary restrictions. And of course don't forget napkins, a trash can and if necessary plates and cutlery. Think sustainable and avoid plastic.

10 . Check if you need electricity or water on the day of your event and if necessary find out where to get it.

11 . Have fun and enjoy your event. Meet new people invite them to stay, chat, have a great time, and experience how magical it can be to create a pop-up café. Take pictures and share them on social media. And don't forget to leave the place as you found it or maybe even nicer!

annex checklist

1. Bring your permission for the event if required by local authorities.
2. Transport and set up pop-up furniture.
3. Clean the place if necessary.
4. Decorate the place and prepare activities.
5. Set up information posters and posters to invite passers-by.
6. Set up your drinks and snacks and garbage bins.
7. Play music and invite people to join you to chat and enjoy themselves.
8. Take pictures and share your event on social media to inspire more people in your neighborhood.
9. Clean the place and pack up everything.



collaboration



PACOS
POP-UP
CAFE

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credits

Written by Adam Curtis, Laura Martinez, Clara J. Reich

Edited by Anna Louise Bradley

Idea & concept Paco Inclán

Designed by Leonardo Zenari