



F09 CONFIGURED SUPPORTING DOCUMENT

Rotary Display Board Template

A controlled, editable working derivative for M-T1-CP-04-SD-01.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; brand, rights, access and production proof required
Supporting-document code	M-T1-CP-04-SD-01
Exact derivative title	Rotary Display Board Template
Source initiative	M-T1-CP-04 - Pop-Up Rotary Displays
Source initiative code	M-T1-CP-04
Source initiative title	Pop-Up Rotary Displays
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-04 - Pop-Up Rotary Displays
Canonical parent code and title	M-T1-CP-04 - Pop-Up Rotary Displays
Named overlay or migration label	Canonical static-display body
Redirect or tombstone route	None
Family master	Playbook_F09_Display_Signage_Exhibition_Design_Master.md
Family / master version	F09 / 1.0
Recorded master SHA-256	d2be357a167b8d1f385b394e77dd7e277c91af936e325de05c9edfa914b50b4e
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	Section 20 — M-T1-CP-04-SD-01 Rotary Display Board Template overlay
Derivative version	v0.1

Adaptation note

Use a centre-led board system for unattended and staffed reading in libraries, community venues and pop-up settings. The centre board carries official identity, one community-value headline, a dominant image, one verified proof point and the primary next step. Left/right boards carry no more than two project stories or one story plus a participation module. Preserve an obvious reading order when one, two or three boards are deployed, and use replaceable dated modules rather than discarding the whole set.

Instructions

1. Complete audience, location, viewing-distance, light/glare, access, format and approval decisions before layout.
2. Build a single-board, two-board and three-board family from one grid; each reduced configuration must remain coherent without orphaned references.
3. Keep every story to community need, action, verified result and one next step. Do not use an uncaptured photo collage.
4. Obtain authentic official and partner assets plus image/story/claim permissions before placing them.
5. Prototype at final size in the actual display system and test stability, seams, glare, reading height and the approach route.
6. Release editable source, production file, accessible digital companion, proof and asset/condition record together.

Controlled fields

Field	Completion instruction	Evidence
{{DISPLAY_TITLE}}	Enter the approved public title.	Content approval
{{RESPONSIBLE_ENTITY}}	Enter the accountable club or District identity.	Initiative approval
{{PRIMARY_AUDIENCE}} / {{VIEWING_CONTEXT}}	Define audience, venue, pace, closest/furthest distances, light and glare.	Site/audience brief
{{HEADLINE}}	Enter one community-value promise of up to eight first-draft words.	Message approval
{{ORIENTATION_LINE}}	Explain who is acting, where and why it matters in 15–30 first-draft words.	Content approval
{{PROOF_POINT}} / {{PROOF_SOURCE_DATE}}	Enter one verified result and its source/period.	Fact ledger
{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one verb-led action and non-QR address/contact.	Action owner/link test
{{HERO_IMAGE_ID}} / {{HERO_CAPTION}} / {{HERO_ALT_TEXT}}	Enter the rights-cleared dominant image and equivalents.	Rights/alt-text registers
{{STORY_LEFT}} / {{STORY_RIGHT}}	Enter concise need-action-result-next-step modules; delete unused story.	Approved project records
{{BOARD_SIZE}} / {{BOARD_ORIENTATION}}	Enter supplier/system-confirmed finished dimensions and orientation.	Display-system specification
{{SAFE_MARGIN}} / {{SEAM_AND_FIXING_ZONES}}	Enter supplier-confirmed live area and hardware exclusions.	Supplier template/proof

Field	Completion instruction	Evidence
{{MATERIAL_FINISH}} / {{BOARD_WEIGHT_BASE}}	Enter substrate, finish/glare, weight, base and edge treatment.	Supplier/venue evidence
{{ACCESSIBLE_COMPANION}}	Enter tagged digital, large-print or other equivalent route.	Accessibility review
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter owned tested destination and visible fallback, or remove QR module.	QR validation record
{{CONTENT_REVIEW_DATE}} / {{ASSET_ID}}	Enter expiry/review date and immutable asset identifier.	Asset register

Configured design specification

Viewing and purpose brief

Decision	Configured entry
Display title	{{DISPLAY_TITLE}}
Priority audience	{{PRIMARY_AUDIENCE}}
Physical context and movement	{{VIEWING_CONTEXT}}
Notice first	{{HEADLINE}}
Understand next	{{ORIENTATION_LINE}}
Believe because	{{PROOF_POINT}} — {{PROOF_SOURCE_DATE}}
Do next	{{PRIMARY_ACTION}}
Non-digital route	{{VISIBLE_FALLBACK}}

Board family and dimensions

Configuration	Required modules	Finished dimensions	Deployment rule
Single board	Identity, headline, hero, proof, action, metadata	{{BOARD_SIZE}}, {{BOARD_ORIENTATION}}	Must stand alone without “see next panel” copy
Two boards	Centre content plus one complete story/participation panel	Two × {{BOARD_SIZE}}	Left-to-right order obvious; action remains on first board
Three boards	Centre hero/action plus left and right supporting modules	Three × {{BOARD_SIZE}}	Centre remains dominant from the furthest test point

Safe margin: {{SAFE_MARGIN}} **Seams, frame overlap and fixing exclusions:** {{SEAM_AND_FIXING_ZONES}} **Material/base/edge:** {{MATERIAL_FINISH}}; {{BOARD_WEIGHT_BASE}}

Copy and visual zones

Zone	Content	Acceptance limit
Identity rail	Authentic official identity plus concise entity name	Clear space intact; never treated as decoration
Centre attraction	{{HEADLINE}} and {{HERO_IMAGE_ID}}	One dominant visual; moving-glance comprehension
Centre orientation	{{ORIENTATION_LINE}}	Plain language; no internal acronyms
Proof block	{{PROOF_POINT}} / {{PROOF_SOURCE_DATE}}	Source and period readable at close range
Action block	{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	One action; usable without QR
Left story	{{STORY_LEFT}}	Need → action → verified result → next step
Right story/participation	{{STORY_RIGHT}}	Delete rather than fill with generic copy
Metadata	{{ASSET_ID}}; review {{CONTENT_REVIEW_DATE}}	Restrained close-read/reverse placement

Official brand asset lock

- Use only the supplied, verified official club or District logo file. Never generate, substitute, redraw, trace, recolour, stretch, crop or rearrange it.
- The original effective mark is **763 × 284 pixels**. At 300 ppi its nominal effective size is approximately **64.6 × 24.0 mm**. Transparent padding has been accounted for; keep the **763:284 proportion locked**.
- Place the authentic asset as a linked vector where available or the approved raster at sufficient effective resolution. Never extract it from another document or bake it into generated imagery.
- Preserve current official clear space around the complete mark. Descriptive copy and partner credit remain separate from the logo.
- Register filename, authorised source, receipt date, format, colour version, checksum/version, verifier and approved uses before proof approval.

Hero image, rights and alternatives

Item	Controlled value
Image ID	{{HERO_IMAGE_ID}}
Caption	{{HERO_CAPTION}}

Item	Controlled value
Alt text	{{HERO_ALT_TEXT}}
Creator/licence/people releases	Record in rights register before layout
Restrictions/expiry	Must not extend beyond {{CONTENT_REVIEW_DATE}} without recheck

Use documentary evidence only when it depicts the real project/context. A generated conceptual image must be labelled and must never contain a fabricated Rotary mark or imply documentary proof.

Accessibility and reading order

- [] Distant zone: identity cue, headline and dominant image are understood during a moving glance.
- [] Mid-range zone: purpose, proof and direction are clear without Rotary knowledge.
- [] Close zone: story, source, captions, contact and next step are comfortable to read.
- [] Primary content sits in an accessible reading band or is duplicated through {{ACCESSIBLE_COMPANION}}.
- [] Contrast, hierarchy, line length and type are tested at final size under venue light/glare.
- [] Meaning does not rely on colour, position, QR, image, sound or fine motor action alone.
- [] Digital companion has logical reading order, headings, alt text and descriptive links.

QR and action block

Control	Configured value
Primary action	{{PRIMARY_ACTION}}
Approved HTTPS destination	{{QR_DESTINATION}}
Visible short address/contact	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Final-size testing	Current iOS and Android, representative angle/light/distance
Privacy	Approved notice visible before any personal-data submission

If no tested owned destination exists, remove the QR and retain the visible human route.

Production and proof record

Specification	Approved value
Finished size/orientation	{{BOARD_SIZE}} / {{BOARD_ORIENTATION}}
Safe area/hardware zones	{{SAFE_MARGIN}} / {{SEAM_AND_FIXING_ZONES}}
Material/finish	{{MATERIAL_FINISH}}
Weight/base/edge	{{BOARD_WEIGHT_BASE}}

Specification	Approved value
Image effective resolution	Supplier-confirmed at placed size
Colour/profile/font handling	Supplier-confirmed and proofed
Proof	Full-size section plus complete one-board prototype; three-board setup rehearsal
Accessible companion	{{ACCESSIBLE_COMPANION}}

Acceptance checks

- [] Exact code/title and canonical metadata match index v1.1.
- [] Single-, two- and three-board configurations share one grid and each reads independently.
- [] Centre identity/headline/hero/proof/action hierarchy dominates from the intended distance.
- [] Official mark provenance is recorded; 763 × 284 effective pixels, transparent padding and locked proportions are preserved.
- [] Every claim, image, quotation and partner credit has current evidence/permission.
- [] Full-size distance, height, seam, glare, stability and approach tests pass in the actual system.
- [] QR and visible fallback work on the final printed proof; essential information is non-QR.
- [] Board, base, edge, fixing, weight, material, transport and venue limitations have supplier/competent evidence.
- [] Replaceable dated modules, asset IDs, review dates and retirement triggers are present.
- [] Accessible digital companion contains equivalent essential information.
- [] Editable source, linked assets, production file, proof and condition record share one version.
- [] Final installation leaves circulation, accessible routes, exits and fire equipment clear.

Review record

Review domain	Reviewer	Outcome / required change	Date
Content and claims			
Brand and official assets			
Rights and attribution			
Accessibility			
Supplier proof and production			
Venue/installation			
Final approval			