



F04 CONFIGURED SUPPORTING DOCUMENT

Guest Invitation Template

A controlled, editable working derivative for M-T1-CP-06-SD-02.
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; not approved for distribution
Derivative version	v0.1
Supporting-document code	M-T1-CP-06-SD-02
Exact derivative title	Guest Invitation Template
Source initiative	M-T1-CP-06 - Meet Rotary Information Night
Source initiative code	M-T1-CP-06
Source initiative title	Meet Rotary Information Night
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-06 - Meet Rotary Information Night
Canonical parent code and title	M-T1-CP-06 - Meet Rotary Information Night
Named overlay or migration label	Canonical body
Redirect or tombstone route	None
Family master	Playbook_F04_Invitations_Promotion_Follow_Up_Master.md
Family / master version	F04 / 1.0
Recorded master SHA-256	d4929a7b2b9449751d9999421963dbeff02e8c6c6d867dfcae66623e9446df69
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	Master A — Personal or community invitation email

Adaptation note

For people interested in learning about Rotary. Offer a friendly introduction to Rotary’s mission, service examples, member stories and an opportunity to ask questions. Make clear that the Information Night is distinct from a regular Rotary meeting. Keep the message welcoming and informative, with no membership pressure or promise. The primary action is to RSVP or ask a question. Prepare confirmation, a practical reminder and separate attendee/non-attendee follow-up; send only the next step the person requested.

Instructions

1. Create a separate version for each approved audience segment. Use a personal greeting only when an authorised contact record exists.
 2. Replace internal language with a plain description of what a first-time guest will hear, see and be able to ask.
 3. State explicitly that attending is an information opportunity, not a commitment to join Rotary or attend a regular meeting.
 4. Include complete logistics, specific verified access provisions, a human RSVP route and a working privacy/preference route.
 5. Remove arrival, online, capacity, recording, phone or transport lines that do not apply; do not leave blank labels.
 6. Resolve every controlled field and test all response routes before the Initiative Lead approves a send.
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Controlled fields

Field	Completion instruction	Evidence
{{FIRST_NAME}}	Use the recipient's preferred name from an authorised record, or replace the greeting with "Hello".	Contact record
{{HOST_ENTITY}}	Enter the official club or District entity hosting the session.	Initiative approval
{{INVITATION_REASON}}	State the truthful reason this recipient or segment may find the session relevant.	Audience and relationship plan
{{PUBLIC_EVENT_NAME}}	Enter the approved public title exactly.	Event brief
{{VALUE_PROMISE}}	State the practical value: understanding Rotary service, hearing real examples and asking questions.	Approved message brief
{{APPROVED_FEATURE_1}} / {{APPROVED_FEATURE_2}} / {{APPROVED_FEATURE_3}}	Enter up to three confirmed session elements; delete unused bullets.	Program and run sheet
{{EVENT_DATE_LONG}} / {{EVENT_DATE_SHORT}}	Enter the full date and approved compact date.	Venue confirmation
{{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}} / {{ARRIVAL_TIME}}	Enter the full confirmed timing; remove Arrival if it does not differ.	Run sheet
{{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{ONLINE_ACCESS_ROUTE}}	Enter the confirmed venue and approved online route where applicable.	Venue/access record

Field	Completion instruction	Evidence
{{COST_TEXT}} / {{CAPACITY_TEXT}}	State the approved cost and any genuine booking condition.	Budget and venue approvals
{{ACCESSIBILITY_SUMMARY}}	State specific confirmed physical, communication, dietary, sensory and online provisions.	Accessibility review
{{ACCESSIBILITY_CONTACT}} / {{TRANSPORT_AND_PARKING}}	Enter a monitored adjustment route and only confirmed travel information.	Contact and venue records
{{RSVP_DEADLINE}} / {{RSVP_URL}} / {{RSVP_EMAIL}} / {{RSVP_PHONE}}	Enter the deadline, tested canonical response link and monitored human alternatives.	Registration plan and link tests
{{RECORDING_NOTICE}}	Enter the approved photography/recording arrangement and choice route, or delete.	Recording and release plan
{{PRIMARY_CONTACT_NAME}} / {{PRIMARY_CONTACT_ROLE}} / {{PRIMARY_CONTACT_EMAIL}} / {{PRIMARY_CONTACT_PHONE}}	Enter approved public contact details; delete the phone line when not approved.	Contact approval
{{PRIVACY_NOTICE_URL}} / {{PREFERENCE_ROUTE}}	Enter tested privacy and communication-preference routes.	Privacy and communications review

Configured guest invitation

Subject: You're invited: {{PUBLIC_EVENT_NAME}} on {{EVENT_DATE_SHORT}} **Preview text:** A relaxed introduction to Rotary service, real project stories and your questions. RSVP by {{RSVP_DEADLINE}}.

Hello {{FIRST_NAME}},

I'm writing on behalf of {{HOST_ENTITY}} because {{INVITATION_REASON}}.

You're warmly invited to **{{PUBLIC_EVENT_NAME}}**, a Meet Rotary Information Night for people who would like a clear, informal introduction to Rotary. {{VALUE_PROMISE}}

This is not a regular Rotary meeting and there is no expectation that attending commits you to membership or any future activity.

What to expect

- {{APPROVED_FEATURE_1}}
- {{APPROVED_FEATURE_2}}
- {{APPROVED_FEATURE_3}}

Event details

- **Date:** {{EVENT_DATE_LONG}}

- **Time:** {{START_TIME}}–{{END_TIME}} {{TIME_ZONE}}
- **Arrival:** {{ARRIVAL_TIME}}
- **Venue:** {{VENUE_NAME}}, {{VENUE_ADDRESS}}
- **Online access:** {{ONLINE_ACCESS_ROUTE}}
- **Cost:** {{COST_TEXT}}
- **Capacity or booking condition:** {{CAPACITY_TEXT}}

Access and participation

{{ACCESSIBILITY_SUMMARY}}

For access questions or to request an adjustment, contact {{ACCESSIBILITY_CONTACT}}.
{{TRANSPORT_AND_PARKING}}

Please respond by {{RSVP_DEADLINE}}

{{RSVP_URL}}

You can also respond by emailing {{RSVP_EMAIL}} or calling {{RSVP_PHONE}}.

{{RECORDING_NOTICE}}

We would be pleased to welcome you and your questions. If the session is not right for you, there is no obligation to attend or receive future information.

Warm regards,

{{PRIMARY_CONTACT_NAME}} {{PRIMARY_CONTACT_ROLE}} {{HOST_ENTITY}}
{{PRIMARY_CONTACT_EMAIL}} {{PRIMARY_CONTACT_PHONE}}

Privacy: Registration information will be handled as described at {{PRIVACY_NOTICE_URL}}.

Communication preferences: {{PREFERENCE_ROUTE}}

Campaign and review checklist

- [] One defined audience segment and truthful invitation reason are recorded.
- [] Copy distinguishes the Information Night from a regular meeting and applies no membership pressure.
- [] Session features, stories and speakers are confirmed and rights-cleared.
- [] Date, time zone, venue/access, cost, capacity and RSVP deadline match the approved brief and response form.
- [] Access provisions are specific; a monitored human adjustment route is present.
- [] Privacy, preference, RSVP, correction and cancellation routes have passed direct, mobile and keyboard tests.
- [] Confirmation, 72-hour practical reminder, attendee thanks and non-attendee follow-up are assigned before launch.

- [] Accepted, declined, unsubscribed, bounced and no-further-contact records will be suppressed appropriately.
- [] The invitation contains no unresolved double-brace fields.
- [] Final copy, audience list, send time, monitoring owner and correction route have approval.

Review record

Review domain	Reviewer	Outcome / required change	Date
Initiative accuracy			
Communications and tone			
Accessibility			
Privacy and audience permission			
Links and response pathway			
Final approval			