



F09 CONFIGURED SUPPORTING DOCUMENT

Display Design Guide

A controlled, editable working derivative for M-T1-CP-07-SD-03.
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, venue, access and production proof required
Supporting-document code	M-T1-CP-07-SD-03
Exact derivative title	Display Design Guide
Source initiative	M-T1-CP-07 - Community Service Roadshow
Source initiative code	M-T1-CP-07
Source initiative title	Community Service Roadshow
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-07 - Community Service Roadshow
Canonical parent code and title	M-T1-CP-07 - Community Service Roadshow
Named overlay or migration label	Canonical multi-stop campaign
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-07-SD-03 Display Design Guide roadshow overlay
Derivative version	v0.1

Adaptation note

Create an evergreen identity and impact spine plus replaceable local venue, partner and action modules. Define compact, standard and expanded configurations with exact module, footprint, staffing, transport and setup requirements. Maintain a complete non-powered mode. Number cases, map setup and record local-insert approvals so dates, contacts and partner names never contaminate the evergreen master. Review light, access, footprint, power, emergency and fixing conditions at every stop.

Instructions

1. Approve one roadshow narrative, identity system and action architecture before designing configurations.
2. Separate evergreen modules from local/date/partner/contact inserts in named source-file components.
3. Configure compact, standard, expanded and non-powered modes; document which modules and people each requires.
4. Rehearse setup, public reset, pack-down and handover with a person who did not design the system.
5. Complete a venue overlay and local-insert approval for every stop; do not modify evergreen artwork locally.
6. Condition-grade every component at checkout and return. Quarantine Grade C/D items.

Controlled fields

Field	Completion instruction	Evidence
{{ROADSHOW_TITLE}} / {{RESPONSIBLE_ENTITY}}	Enter approved campaign title and accountable identity.	Initiative approval
{{PRIMARY_AUDIENCE}} / {{ROADSHOW_PROMISE}}	Define shared audience and one evergreen community-value message.	Campaign brief
{{EVERGREEN_PROOF}} / {{PROOF_SOURCE_DATE}}	Enter one verified durable proof point.	Fact ledger
{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one action and human/non-QR route.	Action/link approval
{{LOCAL_INSERT_FIELDS}}	Define permitted venue/date/partner/contact fields and approvers.	Localisation control
{{COMPACT_FOOTPRINT}} / {{STANDARD_FOOTPRINT}} / {{EXPANDED_FOOTPRINT}}	Enter venue/supplier-confirmed dimensions and clear circulation.	Configuration/venue plans
{{MODULE_REGISTER}} / {{CASE_REGISTER}}	Enter module IDs, cases, packing positions and condition owners.	Asset register

Field	Completion instruction	Evidence
{{SETUP_MAP}} / {{SETUP_PEOPLE_TIME}}	Enter visual placement/hardware map and trained crew/time.	Rehearsal record
{{POWERED_ELEMENTS}} / {{NON_POWERED_EQUIVALENT}}	List powered media and complete equivalent content.	Technical/access review
{{HERO_IMAGE_ID}} / {{CAPTION}} / {{ALT_TEXT}}	Enter rights-cleared hero asset and equivalents.	Rights/access registers
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter tested owned destination and visible fallback.	QR validation
{{MATERIAL_FINISH}} / {{TRANSPORT_STORAGE}}	Enter durable cleanable materials, cases, weights and storage conditions.	Supplier/asset plan
{{ACCESS_PROVISIONS}}	Enter physical approach, reading height, seating/assistance and digital companion.	Accessibility review
{{VENUE_OVERLAY}}	Enter light, glare, power, footprint, access, emergency, fixings and organiser conditions for one stop.	Venue approval
{{CONTENT_REVIEW_DATE}}	Enter campaign content/rights/link recheck date.	Content owner approval

Configured roadshow design system

Evergreen narrative spine

Reading level	Approved content
Distant attraction	{{ROADSHOW_PROMISE}} plus authentic {{RESPONSIBLE_ENTITY}} identity
Mid-range orientation	Community Service Roadshow purpose and {{EVERGREEN_PROOF}}
Close engagement	Source {{PROOF_SOURCE_DATE}}, project/story modules and accessible detail
Participation	{{PRIMARY_ACTION}} with {{VISIBLE_FALLBACK}}
Trust/maintenance	Asset/version, source, contact and review {{CONTENT_REVIEW_DATE}}

Modular architecture

Module group	Evergreen / replaceable	Content rule	Typical placement
Identity spine	Evergreen	Official identity, title, promise	Backwall/centre banner
Hero/proof	Evergreen until review	One dominant rights-cleared image and verified proof	Centre field
Project stories	Replaceable	Need → action → result → next step	Side panels/tabletop
Local venue/date	Local insert	Approved facts only	Information card
Local partner credit	Local insert	Approved name/mark and relationship wording	Separate credit zone
Primary action	Replaceable by approved audience mode	One verb-led action, visible fallback	Clear standing/close-read zone
Navigation	Configuration-specific	Module IDs/arrows/section labels	Decision points

Permitted local fields/approval route: {{LOCAL_INSERT_FIELDS}}.

Configuration and dimensions

Configuration	Footprint	Modules	Crew/setup	Power/data	Access and circulation
Compact	{{COMPACT_FOOTPRINT}}	Identity, hero/proof, action, one local insert	{{SETUP_PEOPLE_TIME}}	None by default	{{ACCESS_PROVISIONS}}
Standard	{{STANDARD_FOOTPRINT}}	Compact plus two stories and partner/local module	{{SETUP_PEOPLE_TIME}}	{{POWERED_ELEMENTS}}	{{ACCESS_PROVISIONS}}
Expanded	{{EXPANDED_FOOTPRINT}}	Full approved module set and navigation	{{SETUP_PEOPLE_TIME}}	{{POWERED_ELEMENTS}}	{{ACCESS_PROVISIONS}}
Non-powered	Match approved footprint	All essential powered content replaced by {{NON_POWERED_EQUIVALENT}}	{{SETUP_PEOPLE_TIME}}	None	Same essential information and action

Module register: {{MODULE_REGISTER}} Visual setup map: {{SETUP_MAP}}

Official brand asset lock

- Use the verified supplied official entity mark only. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or bake it into imagery.

- Original effective mark is **763 × 284 pixels**, approximately **64.6 × 24.0 mm at 300 ppi**. Transparent padding is accounted for; the **763:284 ratio remains locked** in every configuration.
- Use a linked authorised vector where available or approved raster at sufficient effective resolution; register filename/source/checksum/use.
- Preserve current clear space and keep local partner marks/text in separate approved modules.

Hero, rights and accessibility

Control	Value
Hero image	{{HERO_IMAGE_ID}}
Caption	{{CAPTION}}
Alt text	{{ALT_TEXT}}
Rights	Creator, people/guardian, partner/property, media/use period and expiry recorded
Accessible equivalent	{{ACCESS_PROVISIONS}} and {{NON_POWERED_EQUIVALENT}}

Essential meaning must survive without screens, sound, animation, colour or QR. Digital companions need captions, transcripts, headings, logical order, alt text and descriptive links.

Venue-stop overlay

Stop-specific approved record: {{VENUE_OVERLAY}}

Check	Required evidence
Footprint/height and organiser boundaries	Dimensioned venue plan and approval
Light/glare/background	On-site observation/test photographs
Power/data/cables	Approved outlets, loading, protection and non-powered fallback
Accessible route and viewing positions	Circulation/approach check
Exits, emergency/fire/sight lines	Venue acceptance
Fixings, weights and structure	Manufacturer/site/competent approval; never invented
Local inserts	Content/brand/partner approval and expiry

QR and action system

Item	Entry
Primary action	{{PRIMARY_ACTION}}
Destination	{{QR_DESTINATION}}
Visible fallback	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Campaign source	Roadshow + venue + date + configuration + asset version
Testing	Final material, representative device/distance/light/angle and privacy route

Materials, cases and condition

{{MATERIAL_FINISH}}. Transport/storage plan: {{TRANSPORT_STORAGE}}.

Asset/module ID	Case/position	Size/weight	Artwork version	Condition out	Condition in	Repair/quarantine action	Custodian
				A/B/C/D	A/B/C/D		

Acceptance checks

- [] Evergreen identity, message, proof and action form one coherent spine.
- [] Compact, standard, expanded and non-powered modes have exact modules, footprint, crew, setup and cases.
- [] Official 763 × 284 effective mark remains authentic, clear-spaced, padding-aware and proportion-locked.
- [] Local fields cannot alter evergreen masters and every local insert has approval/expiry.
- [] New team completes setup from {{SETUP_MAP}} safely and within the approved time.
- [] Venue-specific light, access, footprint, power, emergency and fixing review passes at each stop.
- [] Full-size distance, glare, sight-line and comprehension tests pass for every configuration.
- [] All imagery, claims, quotations and partner marks have current rights/evidence.

- [] Non-powered mode preserves every essential message and action.
- [] QR/visible fallback and campaign coding work at final size.
- [] Condition checkout/return, repairs, quarantine, storage and custody are operational.
- [] Results compare comprehension, meaningful engagement and next steps by venue/configuration—not crowd volume alone.

Review record

Review domain	Reviewer	Outcome / required change	Date
Campaign content and proof			
Brand/local insert control			
Rights and accessibility			
Production and configuration rehearsal			
Venue overlay/installation			
Final approval			