



F04 CONFIGURED SUPPORTING DOCUMENT

Community Event Flyer

A controlled, editable working derivative for M-T1-CP-o8-SD-o2.
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-08-SD-02
Exact derivative title	Community Event Flyer
Source initiative	M-T1-CP-08 - Rotary in the Park
Source initiative code	M-T1-CP-08
Source initiative title	Rotary in the Park
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Canonical parent code and title	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Named overlay or migration label	Former title remains a title alias
Redirect or tombstone route	Permanent title alias: Rotary in the Park routes to M-T1-CP-08 — Neighbourhood Outdoor Connection Event; the supporting-document code remains unchanged
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 D — Event flyer

Adaptation note

For residents who use or live near the park, promoting relaxed community interaction. State the exact activity, site, access, transport, weather/change route, cost and any approved age, supervision or safety conditions. Do not call the event family-friendly or accessible without supporting facts. The primary action is to attend or register through the approved route. Publish material changes through the same channels used for promotion; thank consented participants and offer one relevant community route.

Instructions

1. Use the approved public event name; the legacy title “Rotary in the Park” may appear only as an approved public title or controlled alias.
 2. Build A4 print, accessible digital PDF and channel-sized image versions from this one approved copy source.
 3. Complete the full public details before design. A reader must understand the activity and act without scanning a QR code.
 4. Add the conditions block whenever age, supervision, mobility, weather, equipment, clothing, participation or safety requirements apply.
 5. Use only approved District 9510 artwork. Keep essential words as live text, preserve strong contrast and provide meaningful alt text.
 6. Resolve every controlled field; delete any optional line that is not applicable.
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Controlled fields

Field	Completion instruction	Evidence
{{PUBLIC_EVENT_NAME}}	Enter the approved event name; do not assume the former title is the public title.	Event brief
{{VALUE_PROMISE}}	State a concrete, low-pressure reason for nearby residents to take part.	Message brief
{{PURPOSE_SENTENCE}}	Describe the actual outdoor interaction or activity in one sentence.	Initiative brief
{{APPROVED_FEATURE_1}} / {{APPROVED_FEATURE_2}} / {{APPROVED_FEATURE_3}}	Enter up to three confirmed features and remove unused bullets.	Program/run sheet
{{EVENT_DATE_LONG}} / {{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}}	Enter complete confirmed timing.	Venue permit and run sheet
{{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{SITE_WAYFINDING}}	Enter the park/site name, complete address and precise meeting-point directions.	Site plan and permit

Field	Completion instruction	Evidence
{{COST_TEXT}}	State the full approved cost, “No charge” or approved donation wording.	Budget approval
{{ACCESSIBILITY_SUMMARY}}	State specific confirmed site, path, seating, toilet, communication and participation provisions.	Site accessibility review
{{TRANSPORT_AND_PARKING}}	State only confirmed public transport, parking, drop-off and bicycle information.	Venue accessibility check
{{CHANGE_AND_WEATHER_ROUTE}}	State exactly where and when a weather, relocation or cancellation decision will be published.	Contingency plan
{{PARTICIPATION_REQUIREMENTS}}	State approved age, supervision, clothing, equipment, physical, safety or eligibility conditions; use “None” only when confirmed.	Safety and participant brief
{{RSVP_DEADLINE}} / {{RSVP_URL}}	Enter the response deadline and canonical tested route, or approved walk-in wording.	Registration plan and link test
{{VISIBLE_SHORT_URL}}	Enter the tested human-readable URL printed beside the QR code.	Link validation record
{{ACCESSIBILITY_CONTACT}}	Enter a monitored email and/or phone route for questions and adjustments.	Contact ownership record
{{HOST_ENTITY}}	Enter the official club or District entity hosting the event.	Initiative approval
{{PRIVACY_NOTICE_URL}}	Enter the approved privacy notice route used by the response process.	Privacy review

Configured flyer copy

{{PUBLIC_EVENT_NAME}}

{{VALUE_PROMISE}}

{{EVENT_DATE_LONG}} {{START_TIME}}–{{END_TIME}} {{TIME_ZONE}}

{{VENUE_NAME}}, {{VENUE_ADDRESS}} Meet at: {{SITE_WAYFINDING}}

{{PURPOSE_SENTENCE}}

What to expect

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

Cost: {{COST_TEXT}} **Access:** {{ACCESSIBILITY_SUMMARY}} **Transport and parking:** {{TRANSPORT_AND_PARKING}} **Participation conditions:** {{PARTICIPATION_REQUIREMENTS}} **Weather, relocation or cancellation information:** {{CHANGE_AND_WEATHER_ROUTE}}

Respond by {{RSVP_DEADLINE}}

{{RSVP_URL}}

QR code destination: {{VISIBLE_SHORT_URL}}

Questions or access requests: {{ACCESSIBILITY_CONTACT}}

Hosted by {{HOST_ENTITY}}.

Privacy information: {{PRIVACY_NOTICE_URL}}

Production and publication checklist

- [] Public name and use of the “Rotary in the Park” alias are approved against the canonical title.
- [] The exact outdoor activity and all site permissions are confirmed.
- [] Full date, time zone, site, meeting point, cost and response details are readable without the QR code.
- [] Age, supervision, physical, equipment, clothing and safety conditions are stated accurately and neutrally.
- [] Access wording identifies specific confirmed provisions and a monitored adjustment route; it does not claim “fully accessible”.
- [] Weather decision time, owner and same-channel correction route are operational.
- [] The canonical URL, privacy notice, form receipt, cancellation route and visible short URL pass testing.
- [] The final QR scans from printed A4 at representative distance on current iOS and Android devices.
- [] Final-size type, contrast, reading order, alt text and searchable digital text pass review.
- [] Official marks and all images have source/rights evidence; no mark is copied from another document.
- [] All double-brace fields are resolved in each output and every channel uses identical core facts.
- [] Change publication, participant thanks and the one approved community follow-up have assigned owners.

Review record

Review domain	Reviewer	Outcome / required change	Date
Initiative and site accuracy			
Safety and conditions			
Accessibility			
Brand, rights and visual proof			
Privacy, links and QR			
Final approval			