



F09 CONFIGURED SUPPORTING DOCUMENT

Rotary Signage Design Guide

A controlled, editable working derivative for M-T1-CP-10-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; site, brand, competent technical and production approvals required
Supporting-document code	M-T1-CP-10-SD-01
Exact derivative title	Rotary Signage Design Guide
Source initiative	M-T1-CP-10 - Rotary Signage Upgrade Program
Source initiative code	M-T1-CP-10
Source initiative title	Rotary Signage Upgrade Program
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-10 - Rotary Signage Lifecycle Program
Canonical parent code and title	M-T1-CP-10 - Rotary Signage Lifecycle Program
Named overlay or migration label	Upgrade Project remains a named delivery phase
Redirect or tombstone route	Permanent title alias from Rotary Signage Upgrade Program to M-T1-CP-10 — Rotary Signage Lifecycle Program; retain M-T1-CP-10-SD-01 as the stable asset code
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-10-SD-01 Rotary Signage Design Guide overlay
Derivative version	v0.1

Adaptation note

Use for the upgrade phase within the Rotary Signage Lifecycle Program. Classify each sign as promotional, directional, commemorative, permanent or dedication before design because brand, licensing and site approvals differ. Survey viewing direction, speed, distance, obstruction, night conditions, glare, vegetation and maintenance access. Obtain every landowner, council, planning, heritage, road, building, electrical, engineering, licensing and installation approval required for the specific site.

Instructions

1. Create one site record per sign. Do not reuse another site's dimension, fixing, wind, foundation, electrical or approval assumptions.
2. Verify the sign purpose and the minimum message readable safely at the observed speed/distance.
3. Use current official identity and approved layouts; never reuse traced wheels, retired artwork or invented lockups.
4. Separate identity, descriptive text, project/dedication wording and partner credit. Do not alter the official mark.
5. Use supplier and competent site reviewers for material, structure, fixings, foundation, illumination, electrical and vandal-resistance decisions.
6. Record asset ID, artwork/version, approvals, installer, condition, inspection frequency, content owner and removal responsibility before installation.
7. This guide does not certify engineering, structure, wind, electrical, weather, fire, road or life-safety performance.

Controlled fields

Field	Completion instruction	Evidence
{{SIGN_NAME}} / {{SIGN_CLASS}}	Enter title and Promotional / Directional / Commemorative / Permanent / Dedication class.	Lifecycle brief
{{RESPONSIBLE_ENTITY}}	Enter accountable club/District entity.	Initiative approval
{{SITE_LOCATION}} / {{LANDOWNER}}	Enter precise site, ownership/control and notice contact.	Site/landowner record
{{VIEWING_SURVEY}}	Record directions, speeds, distances, angles, obstructions, light/night/glare and vegetation.	Site survey

Field	Completion instruction	Evidence
{{ESSENTIAL_MESSAGE}} / {{CONTACT_ROUTE}}	Enter minimum safely readable copy and durable contact/fallback.	Content/site approval
{{SIGN_DIMENSIONS}} / {{MOUNTING_HEIGHT}}	Enter competent/supplier/site-approved finished size and placement.	Dimensioned approved drawing
{{MATERIAL_FINISH}} / {{SERVICE_LIFE}}	Enter evidenced substrate, finish, environment and intended life.	Supplier evidence
{{STRUCTURE_FIXING_FOUNDATION}}	Enter only competent-review design/reference; never self-calculate.	Engineer/installer/site approval
{{ILLUMINATION_ELECTRICAL}}	Enter approved lighting/electrical specification or None.	Electrical/site approval
{{VANDAL_MAINTENANCE_ACCESS}}	Enter protection, cleaning, inspection and safe maintenance route.	Lifecycle/maintenance plan
{{SITE_APPROVALS}}	List landowner/council/planning/heritage/road/building/licensing approvals and conditions.	Approval register
{{INSTALLER_AND_HANDOVER}}	Enter competent installer, method statement and acceptance evidence.	Contract/handover record
{{ASSET_ID}} / {{INSPECTION_FREQUENCY}} / {{REMOVAL_OWNER}}	Enter lifecycle identifiers and owners.	Asset register
{{ACCESSIBLE_ALTERNATIVE}}	Enter equivalent close-read/digital/contact route where sign cannot carry detail.	Accessibility review
{{CONTENT_REVIEW_DATE}}	Enter claim, contact, rights and brand recheck date.	Content owner approval

Configured sign design and lifecycle specification

Classification and purpose

Decision	Entry
Sign name/class	{{SIGN_NAME}} / {{SIGN_CLASS}}
Site/landowner	{{SITE_LOCATION}} / {{LANDOWNER}}
Accountable identity	{{RESPONSIBLE_ENTITY}}
Essential message	{{ESSENTIAL_MESSAGE}}
Durable contact/fallback	{{CONTACT_ROUTE}}
Accessible alternative	{{ACCESSIBLE_ALTERNATIVE}}

Site and viewing survey

{{VIEWING_SURVEY}}

Factor	Verified condition	Design consequence	Reviewer/evidence
Viewing direction and decision point			
Pedestrian/vehicle movement and safe reading time			
Furthest/closest distance and angle			
Obstructions/vegetation/future growth			
Day/night/uneven light, reflection and glare			
Accessible approach or alternative			
Maintenance access and traffic/public control			

Do not add copy that cannot be read safely in the verified context.

Identity and copy zones

- Official identity:** authentic {{RESPONSIBLE_ENTITY}} mark in its own clear-space zone.
- Primary sign function:** {{ESSENTIAL_MESSAGE}} appropriate to {{SIGN_CLASS}}.
- Direction/context:** only essential destination, arrow, dedication or project wording.
- Partner/dedication credit:** separate approved zone and relationship wording.
- Durable trust:** {{CONTACT_ROUTE}}, asset {{ASSET_ID}} and restrained lifecycle metadata.

Official brand asset lock

- Use the verified supplied current official club/District mark. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or create a local lockup.
- Original effective mark: **763 × 284 pixels**, approximately **64.6 × 24.0 mm at 300 ppi**. Transparent padding is accounted for; the **763:284 proportion is locked** in artwork, proofs and fabrication files.
- Preserve current clear space. Do not place descriptive/dedication text inside the logo or use the Mark of Excellence as a substitute identity.
- Register original filename, authorised source, checksum/version, colour form and approved sign use.

Dimensions, material and competent technical review

Specification	Approved value / evidence
Finished dimensions	{{SIGN_DIMENSIONS}}
Mounting/reading height	{{MOUNTING_HEIGHT}}
Substrate, finish, edges and service life	{{MATERIAL_FINISH}} / {{SERVICE_LIFE}}
Structure, posts, fixings and foundation	{{STRUCTURE_FIXING_FOUNDATION}}
Illumination/electrical	{{ILLUMINATION_ELECTRICAL}}
Vandal resistance/cleaning/maintenance access	{{VANDAL_MAINTENANCE_ACCESS}}
Competent installer/handover	{{INSTALLER_AND_HANDOVER}}

No wind rating, ballast, footing, fixing load, electrical/weather/fire rating or structural assurance may appear without competent evidence.

Approval register

Approval	Authority/competent person	Evidence/reference	Conditions	Expiry	Owner
Landowner/site					
Council/planning/heritage/road/building		{{SITE_APPROVALS}}			
Structural/foundation/installation					
Electrical/illumination					
Brand/trademark/dedication					
Accessibility					

Supplier proof and fabrication handoff

Item	Required evidence
Dimensioned artwork/drawing	Finished size, safe zones, posts/fixings, orientation and site elevation agree
Colour/finish sample	Official colours and contrast checked in expected light
Full-size critical proof	Mark, primary copy, arrow/dedication text and contact tested at distance
Fabrication file	Supplier-approved colour/profile/fonts/overprint/cut/drill layers
Material certificates	Only claims required/approved for the site
Installation method	Competent approved sequence, area control and handover

Lifecycle record

Asset ID	Artwork version	Install date	Approvals	Installer	Condition	Inspection frequency	Content owner/review
{{ASSET_ID}}			{{SITE_APPROVALS}}	{{INSTALLER_AND_HANDOVER}}	A/B/C/D	{{INSPECTION_FREQUENCY}}	{{CONTENT_REVIEW_DATE}}

Acceptance checks

- [] Canonical lifecycle title and Upgrade Project alias are recorded.
- [] Sign class is explicit and its brand/site/legal approval path is appropriate.
- [] Site/viewing survey covers direction, speed, distance, angle, obstructions, night, glare, vegetation and maintenance.
- [] Message can be read safely and does not overload the verified context.
- [] Official mark provenance is recorded; 763 × 284 effective dimensions, transparent padding and aspect lock are preserved.

- ☐ Identity, descriptive/dedication text and partner credit remain separate.
- ☐ Dimensions, materials, finish, structure, fixings, foundation, illumination and maintenance have supplier/competent approval.
- ☐ Landowner and all required council/planning/heritage/road/building/licensing approvals are complete.
- ☐ Full-size proof passes distance, contrast, glare, night and accessible-alternative review.
- ☐ Installation method protects public routes, services, exits and workers and has formal handover.
- ☐ Asset/version/installer/approval/condition/inspection/content/removal records are complete.
- ☐ No unsupported structural, wind, electrical, weather, fire or life-safety claim appears.

Review record

Review domain	Reviewer	Outcome / required change	Date
Content/sign function			
Brand/trademark/dedication			
Accessibility			
Landowner/statutory approvals			
Structural/electrical/installation			
Supplier proof/fabrication			
Lifecycle approval			