



F04 CONFIGURED SUPPORTING DOCUMENT

Community Invitation Template

A controlled, editable working derivative for M-T1-CP-12-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-12-SD-02
Exact derivative title	Community Invitation Template
Source initiative	M-T1-CP-12 - Community Listening Sessions
Source initiative code	M-T1-CP-12
Source initiative title	Community Listening Sessions
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-12 - Community Listening Sessions
Canonical parent code and title	M-T1-CP-12 - Community Listening Sessions
Named overlay or migration label	Canonical listening and report-back 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, listening-first configuration

Adaptation note

For residents and stakeholders whose views can inform service priorities. Open with listening, not promotion. Explain the topics in scope, how the session works, what will happen to input, whether comments are attributed and the privacy/confidentiality boundaries. Do not suggest that every idea will be adopted. The primary action is to reserve a place or request an accessible participation option. Follow up with thanks, the approved synthesis/decision timetable and findings only as promised.

Instructions

1. Define one audience segment and a truthful reason its perspective is relevant; do not imply that invitees speak for a whole community unless authorised.
 2. Confirm the scope, discussion method, note-taking boundary, attribution approach, information handling and report-back commitment before sending.
 3. Use plain language that distinguishes listening from consultation, decision-making, service delivery and a promise to fund or adopt ideas.
 4. Offer a practical alternative participation route where approved, such as a phone conversation, written input or an accessible online option.
 5. Remove optional logistics that do not apply. Keep the privacy boundary and report-back statement in every version.
 6. Resolve every double-brace field and obtain Initiative Lead, Facilitator, Privacy and Accessibility review before distribution.
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Controlled fields

Field	Completion instruction	Evidence
{{FIRST_NAME}}	Use the preferred name from an authorised record, or replace with the approved general greeting.	Contact record
{{HOST_ENTITY}}	Enter the accountable club or District entity.	Initiative approval
{{INVITATION_REASON}}	State why this person or segment's experience is relevant to the defined topic.	Audience plan
{{PUBLIC_EVENT_NAME}}	Enter the approved session title.	Session brief
{{LISTENING_PURPOSE}}	State the question Rotary is trying to understand, without promising a decision.	Approved listening brief
{{TOPICS_IN_SCOPE}} / {{TOPICS_OUT_OF_SCOPE}}	List approved boundaries in plain language.	Listening and facilitation plan
{{SESSION_METHOD}}	Describe group size, facilitated format, discussion length and how people can contribute.	Facilitation plan
{{INPUT_HANDLING}}	Explain how notes will be captured, synthesised, stored and used.	Data/capture plan
{{ATTRIBUTION_AND_CONFIDENTIALITY}}	State whether comments are attributed and the honest confidentiality boundary.	Privacy and facilitation review

Field	Completion instruction	Evidence
{{REPORT_BACK_COMMITMENT}}	State what will be shared, by which route and by what approved date or decision point.	Initiative follow-up plan
{{EVENT_DATE_LONG}} / {{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}}	Enter complete confirmed timing.	Venue confirmation and run sheet
{{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{ONLINE_ACCESS_ROUTE}}	Enter the approved in-person and/or online access details.	Venue/access record
{{COST_TEXT}} / {{CAPACITY_TEXT}}	State the approved cost and genuine booking limit.	Budget and venue approvals
{{ACCESSIBILITY_SUMMARY}} / {{ACCESSIBILITY_CONTACT}}	State specific provisions and a monitored adjustment/alternative-participation route.	Accessibility review
{{RSVP_DEADLINE}} / {{RSVP_URL}} / {{RSVP_EMAIL}} / {{RSVP_PHONE}}	Enter the deadline, tested canonical response route and monitored human alternatives.	Registration plan and link tests
{{PRIMARY_CONTACT_NAME}} / {{PRIMARY_CONTACT_ROLE}} / {{PRIMARY_CONTACT_EMAIL}}	Enter approved public contact details.	Contact approval
{{PRIVACY_NOTICE_URL}} / {{PREFERENCE_ROUTE}}	Enter tested privacy and preference routes.	Privacy and communications review

Configured community invitation

Subject: Your perspective is invited: {{PUBLIC_EVENT_NAME}} on {{EVENT_DATE_LONG}}

Preview text: A facilitated community listening session about {{LISTENING_PURPOSE}}. Please respond by {{RSVP_DEADLINE}}.

Hello {{FIRST_NAME}},

{{HOST_ENTITY}} would value your perspective because {{INVITATION_REASON}}.

You are invited to **{{PUBLIC_EVENT_NAME}}**, a facilitated Community Listening Session. We are listening to better understand {{LISTENING_PURPOSE}}.

This session is not a promise that every suggestion will be adopted. It will inform the approved Rotary review and follow-up process described below.

What we will discuss

{{TOPICS_IN_SCOPE}}

What is outside this session's scope

{{TOPICS_OUT_OF_SCOPE}}

How the session will work

{{SESSION_METHOD}}

How your input will be handled

{{INPUT_HANDLING}}

{{ATTRIBUTION_AND_CONFIDENTIALITY}}

What happens afterwards

{{REPORT_BACK_COMMITMENT}}

Session details

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

Access and participation

{{ACCESSIBILITY_SUMMARY}}

To request an adjustment or an approved alternative way to contribute, contact {{ACCESSIBILITY_CONTACT}}.

Please reserve a place by {{RSVP_DEADLINE}}

{{RSVP_URL}}

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

Warm regards,

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

Privacy: Response and session information will be handled as described at {{PRIVACY_NOTICE_URL}}. **Communication preferences:** {{PREFERENCE_ROUTE}}

Listening invitation and follow-up checklist

- [] Audience reason, topics in scope and topics out of scope have approval.
- [] Invitation does not imply representative status, formal consultation, funding or adoption of every idea.
- [] Facilitation, group size, capture method, attribution and confidentiality boundaries are explicit and deliverable.

- [] Report-back content, route, owner and timetable are approved before the invitation is sent.
- [] Alternative participation and adjustment routes are monitored and practical.
- [] Date, time zone, venue/online route, cost, capacity and response deadline agree across the invitation and form.
- [] Privacy notice, response form, preference route and links pass direct, mobile and keyboard testing.
- [] Confirmation, reminder, participant thanks, synthesis notice and promised report-back have owners and due dates.
- [] Distribution excludes declined, unsubscribed, bounced and no-further-contact records.
- [] The release candidate contains no unresolved double-brace fields.

Review record

Review domain	Reviewer	Outcome / required change	Date
Initiative and scope			
Facilitation and input handling			
Communications and proof			
Privacy and confidentiality			
Accessibility and response pathways			
Final approval			