



F09 CONFIGURED SUPPORTING DOCUMENT

Community Event Display Guide

A controlled, editable working derivative for M-T1-CP-13-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; organiser, brand, rights, access and production proof required
Supporting-document code	M-T1-CP-13-SD-02
Exact derivative title	Community Event Display Guide
Source initiative	M-T1-CP-13 - Civic Festival Participation
Source initiative code	M-T1-CP-13
Source initiative title	Civic Festival Participation
Initiative disposition	Absorbed as overlay
Canonical parent	M-T1-CP-14 - Pop-Up Rotary Activation System
Canonical parent code and title	M-T1-CP-14 - Pop-Up Rotary Activation System
Named overlay or migration label	Civic Festival Activation
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-13 to M-T1-CP-14; retain M-T1-CP-13-SD-02 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-13-SD-02 Community Event Display Guide festival overlay
Derivative version	v0.1

Adaptation note

Use for the Civic Festival Activation overlay under the Pop-Up Rotary Activation System. Design for moving crowds, noise, competing displays and short attention: one local audience promise, one proof and one action. Confirm organiser footprint, backwall height, public-side boundaries, weights, power, lighting, waste, weather and bump-in rules before design lock. Keep every component inside the approved footprint and protect accessible routes, sight lines and emergency paths.

Instructions

1. Record the festival/date/location and actual audience before choosing copy or modules.
 2. Replace generic club history with one event-relevant community story and action.
 3. Obtain organiser/site conditions, competent structural/weather/electrical advice where triggered and an approved close-down decision route.
 4. Provide a 20-second staffed explanation and a complete unattended version for busy periods.
 5. Source-code QR/contact routes with festival, date, location and asset version; do not treat crowd volume as engagement.
 6. Rehearse bump-in, open-state inspection, weather close-down and pack-out with the actual kit.
-

Controlled fields

Field	Completion instruction	Evidence
{{FESTIVAL_NAME_DATE_LOCATION}}	Enter approved event, date, site and activation code.	Organiser booking
{{RESPONSIBLE_ENTITY}}	Enter accountable official club/District identity.	Initiative approval
{{PRIMARY_AUDIENCE}} / {{LOCAL_RELEVANCE}}	Define event audience and why Rotary matters here.	Festival/audience brief
{{AUDIENCE_PROMISE}} / {{PROOF_POINT}} / {{PROOF_SOURCE_DATE}}	Enter one promise and one verified proof.	Content/fact approval
{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one action and non-QR route.	Action/link approval
{{STAFFED_SCRIPT}}	Enter a plain 20-second explanation matching the unattended copy.	Communications approval
{{FOOTPRINT_HEIGHT_BOUNDARIES}}	Enter organiser-approved width/depth/height/public-side zones.	Dimensioned organiser plan
{{WEIGHTS_FIXINGS_STRUCTURAL}}	Enter manufacturer/organiser/competent approved system; never invent.	Technical approval
{{POWER_LIGHTING_CABLES}}	Enter approved power, equipment, load/cable protection and fallback.	Organiser/electrical review
{{WEATHER_AND_CLOSE_DOWN}}	Enter exposure controls, decision thresholds, authority, timing and safe shutdown.	Contingency/competent review
{{BUMP_IN_OUT}}	Enter access, timing, vehicle, unloading, waste and handover rules.	Organiser instructions
{{ACCESS_PROVISIONS}}	Enter accessible approach, circulation, reading height, assisted/non-digital routes.	Accessibility review
{{HERO_IMAGE_ID}} / {{CAPTION}} / {{ALT_TEXT}}	Enter rights-cleared event-relevant visual.	Rights/access registers

Field	Completion instruction	Evidence
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}} / {{SOURCE_CODE}}	Enter tested owned destination, fallback and festival source code.	QR validation
{{MATERIAL_FINISH}}	Enter weather-appropriate, secured, low-glare materials with evidence.	Supplier/organiser approval
{{CONTENT_REVIEW_DATE}}	Enter expiry/review and local-insert removal date.	Content owner approval

Configured festival display specification

Event and viewing brief

Decision	Entry
Festival / date / location	{{FESTIVAL_NAME_DATE_LOCATION}}
Audience	{{PRIMARY_AUDIENCE}}
Local relevance	{{LOCAL_RELEVANCE}}
Distant promise	{{AUDIENCE_PROMISE}}
Mid-range proof	{{PROOF_POINT}} — {{PROOF_SOURCE_DATE}}
Primary action	{{PRIMARY_ACTION}}
Staffed explanation	{{STAFFED_SCRIPT}}
Visible fallback	{{VISIBLE_FALLBACK}}

Copy and display zones

Zone	Required content	Festival rule
Backwall/upper identity	Authentic entity identity, {{AUDIENCE_PROMISE}} and one dominant image	Visible above people/furniture; no brochure wall
Mid-range proof	{{PROOF_POINT}} with concise source	One proof only; legible during a slow pass
Conversation/action	{{PRIMARY_ACTION}}, object/prompt and {{VISIBLE_FALLBACK}}	One action; no giveaway queue
Unattended close-read	Event relevance, caption, evidence, contact and access	Fully understandable without staff
Local/partner credit	Approved relationship wording/marks	Separate local module; expiry {{CONTENT_REVIEW_DATE}}

Footprint and physical specification

Control	Approved value
Width × depth × backwall height	{{FOOTPRINT_HEIGHT_BOUNDARIES}}
Public-side/queue/storage boundaries	As recorded in organiser plan; nothing outside boundary
Weights, structure and fixings	{{WEIGHTS_FIXINGS_STRUCTURAL}}
Power, lighting and cables	{{POWER_LIGHTING_CABLES}}
Materials/finish	{{MATERIAL_FINISH}}
Bump-in/out and waste	{{BUMP_IN_OUT}}
Weather and close-down	{{WEATHER_AND_CLOSE_DOWN}}
Accessible approach/circulation	{{ACCESS_PROVISIONS}}

Official brand asset lock

- Use only the supplied verified official mark. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or bake it into imagery.
- Original effective mark: **763 × 284 pixels**, approximately **64.6 × 24.0 mm at 300 ppi**. Transparent padding is accounted for; keep the **763:284 ratio locked**.
- Preserve current official clear space; place local event/partner text and marks separately.
- Register source filename, authorised origin, checksum/version, colour form and approved festival use.

Hero, rights and access

Control	Value
Hero image	{{HERO_IMAGE_ID}}
Caption	{{CAPTION}}
Alt text	{{ALT_TEXT}}
Rights	Creator, people/guardian, venue/property, partner and duration permissions recorded
Access	{{ACCESS_PROVISIONS}}; no dependence on audio, screen, QR or colour

QR, fallback and measurement

Item	Entry
Action	{{PRIMARY_ACTION}}
Destination	{{QR_DESTINATION}}
Visible URL/contact	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Source code	{{SOURCE_CODE}} = festival + date + location + asset version
Test	Final material, current iOS/Android, representative light/angle/distance, privacy/correction route

Measure meaningful engagement and completed next steps by position, message and time. Record crowd volume separately and never report it as sign-ups or impact.

Daily/shift inspection

Time	Structure/weights	Weather/light	Content/QR	Access/egress	Cleanliness/stock	Action	Inspector
	Pass / Action	Pass / Close-down review	Pass / Action	Pass / Action	Pass / Action		

Acceptance checks

- ☐ CP-13 is identified as the Civic Festival Activation overlay under CP-14.
- ☐ One event-relevant promise, proof and action replace generic club-history content.
- ☐ Staffed 20-second explanation and unattended display communicate the same facts/action.
- ☐ All components, queues and staff positions remain within {{FOOTPRINT_HEIGHT_BOUNDARIES}}.
- ☐ Accessible routes, sight lines, exits, emergency paths and public-side boundaries remain clear.
- ☐ Official 763 × 284 effective mark remains authentic, padding-aware and proportion-locked.
- ☐ Organiser conditions for height, weights, power, lighting, waste and bump-in are evidenced.
- ☐ Weather exposure and close-down authority/trigger are approved and rehearsed.
- ☐ Materials, images, claims, partner marks and permissions pass proof.
- ☐ Full-size aisle-distance, noise, competition, glare and comprehension tests pass.
- ☐ QR/visible fallback and source attribution pass final-size tests.
- ☐ Bump-in, reset, close-down and pack-out are completed safely with condition records.

Review record

Review domain	Reviewer	Outcome / required change	Date
Content/local relevance			
Brand and rights			
Accessibility			
Organiser/site/weather			
Supplier/production proof			
Final approval			