Rotary
District 9510

REVIEW EDITION

F01 CONFIGURED SUPPORTING DOCUMENT

Mobile Booth Setup Guide

A controlled, editable working derivative for M-T1-CP-14-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.

F01 configured review derivative

Status: REVIEW - configured working derivative; not approved for event delivery or public distribution **Theme:** Attraction and Visibility **Sub-theme:** Community Presence and Visibility **Index authority:** Supporting Documents Master Index and Release Manifest v1.1, issued 2 August 2026

1. Controlled identity and migration metadata

Controlled field	Configured entry
Supporting-document code	M-T1-CP-14-SD-01
Exact derivative title	Mobile Booth Setup Guide
Exact supporting-document title	Mobile Booth Setup Guide
Status	REVIEW - configured working derivative; local facts, approval, rendering and release evidence remain required
Family / master version	F01 - Event and Activation Planning / 1.0
Recorded master SHA-256	bac1b73d70b763d279ffaeb8502b398eb0ea059303afce5bff2a1f585eabb0ee
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1, issued 2 August 2026
Configured master variant	M-T1-CP-14-SD-01 - Mobile Booth Setup Guide; F01 Section 23 mandatory overlay incorporated in full
Source initiative	M-T1-CP-14 - Rotary Mobile Information Booth
Source initiative code	M-T1-CP-14
Source initiative title	Rotary Mobile Information Booth
Source initiative code/title	M-T1-CP-14 - Rotary Mobile Information Booth
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-14 - Pop-Up Rotary Activation System
Canonical parent code/title	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	Mobile Information Booth remains an equipment configuration
Redirect or tombstone route	Permanent title alias from M-T1-CP-14 - Rotary Mobile Information Booth to M-T1-CP-14 - Pop-Up Rotary Activation System; retain stable derivative code M-T1-CP-14-SD-01.
Supporting-document migration control	Retain both CP-14 codes and route every staffed overlay through the same canonical controls.
Family master	Playbook_F01_Event_and_Activation_Planning_Master.md

Controlled field	Configured entry
Family master file	Playbook_F01_Event_and_Activation_Planning_Master.md
Derivative version	0.1 REVIEW
Prepared date	2 August 2026
Adaptation note	The complete F01 operating controls are configured below for Rotary Mobile Information Booth. The mandatory Mobile Information Booth remains an equipment configuration requirements are embedded as auditable tasks, risks, resources and measures rather than left as a pointer to the family master.

2. Instructions for the review copy

1. Replace every blank with an event-specific fact, owner, date, threshold or evidence location.
2. Keep the exact code, title, source initiative, disposition, canonical parent and overlay metadata unchanged.
3. For a control that genuinely does not apply, enter Not applicable, the reason, the decision owner and the acceptance date. Do not delete the control.
4. Confirm local requirements with the venue, landowner, organiser, insurer, council, safeguarding lead and other competent authorities relevant to the actual activity.
5. Do not promote, spend, contract or open to the public until the go gate and pre-event approvals are complete.
6. Retain the approved working copy, permissions, financial record, incidents, follow-up record and debrief under the approved records policy.
7. This planning tool is not legal, medical, engineering, food-safety or insurance advice. Australian requirements vary by jurisdiction, site and activity.

Checklist key: [ ] open; [x] complete and evidenced; N/A accepted with reason and owner.

3. Working document control

Operational field	Entry
Event or activation name	________________________________
Club or delivery unit	________________________________
Event lead	________________________________
Accountable sponsor	________________________________
Safety and safeguarding lead	________________________________
Privacy and registration lead	________________________________
Version	0.1 REVIEW / update before approval
Prepared by and date	________________________________
Review meeting date	________________________________
Approved date	Not approved
Next review date	________________________________
Working-file location	________________________________
Approved budget record	________________________________
Final event record location	________________________________

Change record

Version	Date	Change	Author	Approver
0.1 REVIEW	2 August 2026	First configured derivative for substantive review	Codex working team	Pending
____	__________	______________________________	__________________	__________________

4. Configured operating profile

Planning choice	Configured starting point to confirm
Format	Repeatable numbered mobile booth kit with compact, standard and expanded configurations, trained setup leads and tested powered and paper fallbacks
Recommended lead time	6-8 weeks for first configuration; 2-4 weeks for each approved deployment
Planned duration	Timed setup, public operating window and controlled pack-down for the selected configuration
Primary purpose	Provide a safe, current and repeatable Rotary presence that can be configured to different approved locations without losing asset, access or follow-up control.
Primary audience	People attending the host location who may be interested in local service or information
Secondary audience	Club teams who need a reliable activation system and repeatable setup
Partner or stakeholder audience	Host site or event organiser and approved project-content owners
Primary participant next step	Complete the one configured action for the deployment or request assisted follow-up
Primary audience promise	Find one clear, current way to connect with Rotary service at this location.
Critical approval focus	Deployment-specific footprint, site, organiser, access, power, weather, emergency and public-engagement conditions
Critical risk focus	An incomplete, outdated or unstable booth configuration is deployed without site-specific review
Key configured resource set	Numbered kit inventory; quick-start diagram; packing order; sign-out and condition record; three footprint configurations; batteries; lighting; connectivity and paper fallbacks
Related controlled interfaces	M-T1-CP-14-SD-02 Display Design Template; authorised F03 financial record for kit procurement and lifecycle costs

Related interfaces are inputs or records, not substitutes for the controls in this derivative.

5. Mandatory configured adaptation checklist

Every row below is mandatory for this exact code. Record an owner, due date and evidence before approval.

Mandatory configured requirement	Done	Owner and due date	Evidence or accepted decision
Maintain a numbered kit inventory, quick-start diagram, packing order, condition check and sign-out record.	[ ]	__________________	__________________
Separate evergreen district assets from location-specific project, date and contact material so outdated collateral is easy to replace.	[ ]	__________________	__________________
Define compact, standard and expanded configurations with safe footprints and staffing requirements.	[ ]	__________________	__________________
Include battery, lighting, internet and paper fallbacks suitable for repeated deployment.	[ ]	__________________	__________________

Mandatory configured requirement	Done	Owner and due date	Evidence or accepted decision
Train at least two setup leads and time a complete setup and pack-down before public use.	[ ]	________________	________________
Record location, configuration, audience and outcome data so the mobile system improves with each deployment.	[ ]	________________	________________

6. Event decision brief

Decision	Configured record
Community need or opportunity	Provide a safe, current and repeatable Rotary presence that can be configured to different approved locations without losing asset, access or follow-up control. Confirm the local evidence or partner request: ____________________________
Why Rotary is a credible contributor or convener	Current local service, trusted relationships and members able to connect people to the stated next step. Local evidence: ____________________________
Primary purpose category	Awareness / Listening / Volunteering
Desired change for participants	Participants understand the offer, have a useful interaction and can act on the configured next step: Complete the one configured action for the deployment or request assisted follow-up.
Desired change for community or partner	The activity creates verified engagement and owned follow-through, not visibility alone.
Why this format is appropriate	Confirm why repeatable numbered mobile booth kit with compact, standard and expanded configurations, trained setup leads and tested powered and paper fallbacks is more useful than a meeting, email or existing initiative: ____________________________
Decision if the event does not proceed	Cancel / Defer / Merge / Use a lower-risk format

Outcomes and thresholds

Outcome	Evidence or measure	Target or decision threshold	Owner
Relevant people engage meaningfully	Meaningful engagement by location and configuration	________________	________________
Participants accept an appropriate next step	Configured next steps accepted	________________	________________
Rotary fulfils its promises and closes controls	Kit condition, restocking and follow-up completed after each deployment	________________	________________

Explicit non-goals

- Maximising raw foot traffic, names collected or publicity without useful engagement.
- Giving advice, making claims or collecting personal information beyond the approved scope.

Scope boundary

In scope	Out of scope
Planned delivery of the configured format inside the approved site, time and operating conditions	Unapproved activity, structures, trading, collection, advice or data use
Current, verified stories and respectful two-way engagement	Outdated claims, generic membership pressure or unsupported partner claims

In scope	Out of scope
Consent-based next steps with named owners and due dates	Adding people to future communications without a clear affirmative choice

7. Audience journey and experience

Journey stage	Required configured experience	Owner	Evidence or test
Discover	One clear promise: Find one clear, current way to connect with Rotary service at this location.	____________________	Five-second comprehension test
Decide	Date, time, place, duration, cost, access and participation conditions are complete	____________________	Independent invitation check
Arrive or register	Low-friction welcome with paper or assisted fallback	____________________	Arrival walkthrough
Orient	Purpose, boundaries, amenities, safety and help contact are clear in the first five minutes	____________________	Host rehearsal
Participate	Interaction is useful, inclusive and within the approved scope	____________________	Observation plan
Choose a next step	Complete the one configured action for the deployment or request assisted follow-up	____________________	Tested action route
Follow up	Promised action is consent-based, owned, dated and recorded	____________________	Follow-up queue

- [ ] Community value is explained before internal Rotary structure.
- [ ] A first-time visitor can understand the offer without Rotary knowledge.
- [ ] Hosts initiate respectful conversation and accept disengagement immediately.
- [ ] Public claims are current, specific, evidenced and authorised.
- [ ] Access to the activity does not depend on consenting to future contact.
- [ ] Complaints, accessibility requests and safeguarding concerns have a named route.

8. Go / modify / stop gate

Gate question	Yes	No	N/A	Evidence or action
Purpose and expected community value justify the resources.	[ ]	[ ]	[ ]	____________________
Event lead and one accountable sponsor are confirmed.	[ ]	[ ]	[ ]	____________________
Deployment-specific footprint, site, organiser, access, power, weather, emergency and public-engagement conditions.	[ ]	[ ]	[ ]	____________________
Insurance applicability, exclusions and evidence requirements are confirmed.	[ ]	[ ]	[ ]	____________________
An incomplete, outdated or unstable booth configuration is deployed without site-specific review is controlled to an accepted level.	[ ]	[ ]	[ ]	____________________
Accessibility barriers are addressed or clearly communicated.	[ ]	[ ]	[ ]	____________________
Safeguarding controls are confirmed for the expected audience and activity.	[ ]	[ ]	[ ]	____________________
Food, alcohol, gas, electrical, traffic, structure and public-land triggers are resolved.	[ ]	[ ]	[ ]	____________________
Budget and spending authority are approved.	[ ]	[ ]	[ ]	____________________
Brand, image rights, privacy and data controls are ready.	[ ]	[ ]	[ ]	____________________
The team can fulfil every promised follow-up by its due date.	[ ]	[ ]	[ ]	____________________

Decision: Go / Modify / Defer / Stop **Decision owner and date:** ________________________________ **Conditions:** ____

9. Approvals and external requirements

Approval or confirmation	Configured trigger	Owner	Authority or source	Evidence location	Due	Status
Club or committee approval	All delivery	______________	Club governance	______________	________	Open
Site, venue, landowner or organiser consent	Any use of a site or host event	______________	Current written site authority	______________	________	Open
Variant-specific operating approval	Deployment-specific footprint, site, organiser, access, power, weather, emergency and public-engagement conditions	______________	Relevant competent authority	______________	________	Open
Council or land-manager requirements	Public land, structures, trading, signs, noise or changed access	______________	Relevant authority	______________	________	Open / N/A
Insurance confirmation	Public activity, volunteers, equipment, suppliers or exhibitors	______________	Authorised insurance contact	______________	________	Open
Food requirements	Not applicable unless a deployment includes approved food or refreshments; record the local decision each time.	______________	Venue, organiser and relevant authority	______________	________	Open / N/A
Safeguarding	Configure safeguarding, images, lost-person and data controls for each deployment audience and host site.	______________	Club or district safeguarding lead	______________	________	Open / N/A
Traffic, pedestrian, structure, gas and electrical controls	When triggered by site or equipment	______________	Site or competent provider	______________	________	Open / N/A
Brand artwork approval	All new public-facing Rotary or district artwork	______________	Authorised brand reviewer	______________	________	Open
Photography and story permissions	Identifiable people, personal stories or partner material	______________	Rights and consent owner	______________	________	Open / N/A
Data and privacy review	Registration, enquiry, referral or follow-up data	______________	Privacy or data owner	______________	________	Open / N/A

10. Delivery timeline

Timing	Minimum configured output	Owner	Done
6-8 weeks for first configuration; 2-4 weeks for each approved deployment before	Purpose, sponsor, site path, budget range, audience and partners	______________	[ ]
8-6 weeks before or proportionate equivalent	Site terms, insurance, approval path, safeguarding and access review	______________	[ ]
6-4 weeks before	Program, suppliers, designs, data flow and configured resources	______________	[ ]
4-2 weeks before	Promotion, roster, run sheet, accessibility information and bookings	______________	[ ]

Timing	Minimum configured output	Owner	Done
14-7 days before	Final site review, risks, proofs, tested action routes and briefing pack	________________	[ ]
72 hours before	Weather, attendance, supplier, contact and contingency decision	________________	[ ]
24 hours before	Pack, charge, print, test, confirm handovers and publish changes	________________	[ ]
Delivery day	Brief, inspect, deliver, monitor, record, close and hand back	________________	[ ]
Within 24 hours	Incident closure, urgent promises, thanks and asset check	________________	[ ]
Within 2 business days	Consent-based follow-up, referrals and partner response	________________	[ ]
Within 5 business days	Finance close, measures, debrief and records filing	________________	[ ]
Within 14 days	Improvement and repeat, modify or stop decision	________________	[ ]

11. Responsibility and contacts

Workstream	Accountable	Responsible	Consulted	Informed	Event-day contact
Overall delivery and stop decision	________________	________________	________________	________________	________________
Program and participant experience	________________	________________	________________	________________	________________
Site, equipment and configured resources	________________	________________	________________	________________	________________
Safety, first aid and incidents	________________	________________	________________	________________	________________
Safeguarding and accessibility	________________	________________	________________	________________	________________
Volunteers, partners or contributors	________________	________________	________________	________________	________________
Communications, brand and permissions	________________	________________	________________	________________	________________
Registration, privacy and follow-up	________________	________________	________________	________________	________________
Finance, procurement and close-out	________________	________________	________________	________________	________________

Critical contact	Name or organisation	Primary contact	Backup
Venue, site or organiser	________________	________________	________________
Emergency services	Immediate danger in Australia	000	________________
First aider	________________	________________	________________
Safeguarding escalation	________________	________________	________________
Supplier or technical lead	________________	________________	________________

Critical contact	Name or organisation	Primary contact	Backup
Club or district escalation	________________	________________	________________

12. Site, access and inclusion review

Site fact	Confirmed record
Address and approved operating area	____________________________
Site manager and event-day contact	____________________________
Bump-in, opening, closing, bump-out and handback times	____________________________
Loading, storage, power, water and internet	____________________________
Public transport, parking and accessible drop-off	____________________________
Toilets, handwashing, seating and rest options	____________________________
First-aid point, emergency access and assembly point	____________________________
Weather shelter or approved alternate	____________________________

- [ ] Step-free route is confirmed or limitations are communicated before attendance.
- [ ] Aisles, queue points and activity spaces preserve safe and accessible movement.
- [ ] Accessible parking, transport, toilet and seating information is published where available.
- [ ] Lighting, glare, noise and sensory load are reviewed.
- [ ] Print and digital information use readable type, contrast and plain language.
- [ ] Captions, hearing support, interpreter or assisted participation needs are considered.
- [ ] Assistance animals and individual access requests have a named contact.
- [ ] Emergency arrangements include people who may need assistance.

Access limitations, mitigation and acceptance: ____

13. Safety, insurance, food and safeguarding

Hazard or scenario	Who may be affected	Controls before opening	Monitor	Stop or escalate trigger
An incomplete, outdated or unstable booth configuration is deployed without site-specific review	Participants, team and public	____________________________	________________	Inventory, trained setup lead, stable footprint, current collateral or required fallback is unavailable
Slips, trips, loading and manual handling	________________	____________________________	________________	Unsafe route or task
Weather, heat, UV, wind or rain	________________	____________________________	________________	Pre-agreed threshold reached
Electrical, gas, power or equipment failure	________________	____________________________	________________	Isolation or safe fallback unavailable
Vehicle, pedestrian, crowd or queue interaction	________________	____________________________	________________	Safe separation cannot be maintained
Medical event, conflict or unsafe conduct	________________	____________________________	________________	Beyond volunteer competence or immediate danger

Hazard or scenario	Who may be affected	Controls before opening	Monitor	Stop or escalate trigger
Child or vulnerable-person concern	________________	___________________________	________________	Safeguarding path activated
Food, allergen, hygiene or waste issue	________________	___________________________	________________	Service control fails
Data, device or paper-record loss	________________	___________________________	________________	Loss or unauthorised access suspected
Activity-specific hazard	________________	___________________________	________________	________________

- [ ] Activity and material facts were accurately described to the authorised insurance contact.
- [ ] Cover, exclusions, participant conditions and evidence requirements were confirmed.
- [ ] Required supplier, contractor or exhibitor evidence is retained.
- [ ] Incident notification and record-retention instructions are available.
- [ ] Food-control treatment: Not applicable unless a deployment includes approved food or refreshments; record the local decision each time.
- [ ] Safeguarding treatment: Configure safeguarding, images, lost-person and data controls for each deployment audience and host site.
- [ ] Emergency, incident, concern and lost-person processes are briefed.
- [ ] Stop authority is accepted by the event lead, safety or safeguarding lead, site representative and competent technical lead.

Evidence locations and stop-authority names: ____

14. Program and run sheet

Relative time	Clock time	Configured activity	Participant experience or message	Lead	Equipment or cue	Fallback
Opening -120 min	______	Site access and condition check	Approved, safe and accessible operating area	______	Site record	Escalate before unloading
Opening -90 min	______	Setup: Numbered kit inventory; quick-start diagram; packing order; sign-out and condition record; three footprint configurations; batteries; lighting; connectivity and paper fallbacks	Unsafe setup area remains separated from public	______	Pack list	Reduced safe configuration
Opening -45 min	______	Test access, information, data and equipment	Every public touchpoint works	______	Test script	Paper or non-powered mode
Opening -30 min	______	Team safety, scope, access and safeguarding brief	Team understands boundaries and escalation	______	Briefing card	Delay if critical role absent
Opening	______	Welcome and configured delivery begins	Find one clear, current way to connect with Rotary service at this location.	______	Opening cue	Short-form opening
Main activity	______	Repeatable numbered mobile booth kit with compact, standard and expanded configurations, trained setup leads and tested powered and paper fallbacks	Respectful engagement and relevant next step	______	Configured materials	Simplify without weakening controls
Midpoint	______	Welfare, stock, queue and quality reset	Consistent, accessible experience	______	Reset list	Rotate team or reduce scope
Close -15 min	______	Final next-step invitation	Complete the one configured action for the deployment or request assisted follow-up	______	Follow-up route	Assisted response

Relative time	Clock time	Configured activity	Participant experience or message	Lead	Equipment or cue	Fallback
Close	______	Thank participants and explain follow-up	No unowned promise	______	Closing cue	Direct contact card
Close +15 min	______	Secure data, cash and sensitive material	Records protected before pack-down	______	Secure container	Direct transfer to owner
Close +60 min	______	Asset check, site handback and hot debrief	Safe close and accepted handback	______	Handover record	Remain until issue assigned

15. Resources, procurement and finance

Resource	Quantity	Source	Owner	Ready date	Transport or storage	Return or disposal
Numbered kit inventory; quick-start diagram; packing order; sign-out and condition record; three footprint configurations; batteries; lighting; connectivity and paper fallbacks	____	________________	________________	_________	________________	________________
Approved signs and current project material	____	________________	________________	_________	________________	________________
Registration, privacy and paper fallback material	____	________________	________________	_________	________________	________________
Accessibility, seating or assisted-participation aids	____	________________	________________	_________	________________	________________
Safety, first-aid and weather equipment	____	________________	________________	_________	________________	________________
Cleaning, waste and asset-return supplies	____	________________	________________	_________	________________	________________

- [ ] Commitments remain within delegated authority.
- [ ] Supplier scope, price, cancellation, delivery, safety and insurance evidence are recorded.
- [ ] Conflicts of interest are declared and managed.
- [ ] Borrowed, donated and in-kind resources are recorded.
- [ ] Asset condition is checked before issue and after return.
- [ ] Waste, recycling and disposal are agreed with the site.

Use M-T1-CP-01-SD-03 Event Budget Template as the F03 family financial record unless the controlled index issues a replacement. Do not maintain competing totals here.

Financial control	Record
Approved budget link or file	____________________________
Finance owner and spending authority	____________________________
Maximum commitment and contingency authority	____________________________

Financial control	Record
Income, donation, sponsorship or cashless handling	______________________________
Supplier payment and receipt route	______________________________
Reconciliation due date	______________________________

16. Brand, imagery, registration and privacy

- [ ] Current authorised Rotary and District assets are used.
- [ ] Logos are not redrawn, stretched, recoloured, rearranged or generated by an image model.
- [ ] Clear space, legibility, viewing distance and final-size proof are checked.
- [ ] Claims, partner logos, results, captions and stories are accurate and authorised.
- [ ] Identifiable people, children, partners and creators have the required permissions.
- [ ] A practical no-photo method is available and briefed.
- [ ] AI-generated imagery contains no simulated Rotary marks, branded uniforms, certificates or event signage.

Data element	Operational need	Access owner	Retention or deletion rule	Secure location
Name	__________________	__________________	__________________	__________________
Contact method	__________________	__________________	__________________	__________________
Attendance, enquiry or role	__________________	__________________	__________________	__________________
Access or dietary information	__________________	__________________	__________________	__________________
Future-contact preference	Separate affirmative choice only	__________________	__________________	__________________
Other essential data	__________________	__________________	__________________	__________________

- [ ] The form states what is collected, why, who uses it and how to ask a question.
- [ ] Only necessary data is collected and access is limited.
- [ ] Paper forms, exports and devices have named custodians.
- [ ] Loss or unauthorised access follows the approved escalation process.
- [ ] Correction, retention and disposal follow the approved policy and applicable obligations.

17. Communications plan

Primary audience promise: Find one clear, current way to connect with Rotary service at this location. **One-sentence description:** Provide a safe, current and repeatable Rotary presence that can be configured to different approved locations without losing asset, access or follow-up control. **Primary call to action:** Complete the one configured action for the deployment or request assisted follow-up **Accessibility contact:** ________________________________ **Authorised media contact:** ________________________________

Audience	Channel or asset	Purpose	Owner	Release date	Approval	Measure
Intended participants	__________________	Invite and inform	__________________	__________	__________	__________
Members and volunteers	__________________	Recruit and brief	__________________	__________	__________	__________
Partners or contributors	__________________	Confirm duties and boundaries	__________________	__________	__________	__________
Site, organiser or authorities	__________________	Confirm operations and compliance	__________________	__________	__________	__________

Audience	Channel or asset	Purpose	Owner	Release date	Approval	Measure
Registered or interested people	________________	Confirm access, timing and changes	________________	_________	_________	_________
Post-event audience	________________	Thank, report and offer the agreed next step	________________	_________	_________	_________

- [ ] Date, location, duration, cost, deadline and response route are unambiguous.
- [ ] Access, transport, weather, clothing, safety and participation conditions are stated.
- [ ] Copy is understandable without Rotary acronyms or internal knowledge.
- [ ] One call to action is visually dominant.
- [ ] Contact, registration, QR and fallback routes are independently tested.
- [ ] Correction, cancellation and urgent-update messages are ready.

18. Contingencies and decision triggers

Scenario	Pre-agreed trigger	Response	Decision owner	Communication route
Variant-critical failure	Inventory, trained setup lead, stable footprint, current collateral or required fallback is unavailable	Modify, pause, relocate or stop; do not improvise outside approval	________________	________________
Severe weather or unsafe site	________________	Move, modify, delay or cancel under official and site advice	________________	________________
Critical team absence	________________	Use reduced safe format or defer	________________	________________
Low or excessive attendance	________________	Adjust scale, meter access or use approved overflow	________________	________________
Power, internet or equipment failure	________________	Use tested paper or non-powered fallback	________________	________________
Medical, safety or safeguarding incident	________________	Stop affected activity; use trained response; call 000 for immediate danger	________________	________________
Food or allergen concern	________________	Stop service, isolate affected items and use authorised response	________________	________________
Data, form or device loss	________________	Secure access, preserve facts and escalate	________________	________________
Aggressive or unsafe conduct	________________	Use site security or emergency response	________________	________________
Venue, speaker, supplier or partner unavailable	________________	Use approved alternate, revise scope or cancel	________________	________________

19. Team briefing and opening authorisation

Every event-day team member must be able to state:

- the purpose, audience promise and one primary next step;
- who is accountable and who may stop an unsafe activity;
- first aid, emergency access, assembly and incident-record locations;

- safeguarding conduct, scope boundaries and escalation routes;
- accessibility support and known limitations;
- approved data, image, story and public-claim boundaries;
- weather, attendance and equipment triggers;
- owners for pack-down, data transfer, handback and follow-up.

Brief lead, time and attendance record: ____

- [ ] Written site, organiser and authority confirmations are accessible.
- [ ] Site condition, emergency access, equipment and barriers are acceptable.
- [ ] Access routes, seating, toilets and communication support are ready.
- [ ] Food, gas, electrical and activity-specific controls are complete where relevant.
- [ ] Team is present, briefed, identifiable and rostered for breaks.
- [ ] Registration, consent, payment and privacy processes are tested.
- [ ] Brand, facts, links, captions and calls to action are checked.
- [ ] Photography and no-photo processes are briefed.
- [ ] Weather, capacity, variant risk and stop thresholds remain acceptable.
- [ ] Contingency materials and fallback mode are available.

Opening authorised by, time and conditions: ____

20. Follow-up and close-out

Person or organisation	Consent and context	Promised action	Owner	Due	Done	Record location
______________	______________	______________	______________	________	[ ]	______________
______________	______________	______________	______________	________	[ ]	______________
______________	______________	______________	______________	________	[ ]	______________

- [ ] Safety, safeguarding, food, property and privacy concerns are escalated and recorded.
- [ ] Site handback is accepted and damage or defects are documented.
- [ ] Participant and partner promises have named owners and due dates.
- [ ] Thank-you and confirmation messages use consented channels.
- [ ] Enquiries go to an appropriate next step, not a generic mailing list by default.
- [ ] Paper forms, devices, cash and sensitive material are transferred securely.
- [ ] Equipment is counted, cleaned, returned and loss or damage recorded.
- [ ] Invoices, receipts, income and in-kind support are reconciled.
- [ ] Approved images and captions remain paired with permission evidence.
- [ ] Public recap uses verified figures and authorised imagery.
- [ ] Measures and lessons are reviewed before announcing a repeat.

21. Measures, decision and learning

Dimension	Configured measure	Target	Actual	Evidence	Interpretation
Reach	Relevant participants or meaningful passers-by	____	____	______________	______________
Engagement	Meaningful engagement by location and configuration	____	____	______________	______________

Dimension	Configured measure	Target	Actual	Evidence	Interpretation
Conversion	Configured next steps accepted	____	____	________________	________________
Follow-through	Kit condition, restocking and follow-up completed after each deployment	____	____	________________	________________
Inclusion	Access needs met and barriers reported	____	____	________________	________________
Safety	Incidents, near misses and control failures	0 unresolved	____	________________	________________
Team health	Filled roles, breaks and volunteer feedback	____	____	________________	________________
Financial	Net cost and material variance	____	____	F03 record	________________
Reputation	Verified feedback, media or complaints	____	____	________________	________________

Outcome decision and reason: Repeat unchanged / Repeat with modification / Scale / Merge / Stop

____

Review prompt	Evidence-based lesson	Controlled change proposed	Owner	Due
What created the most community value?	________________	________________	________________	_________
Where did the participant journey fail or slow?	________________	________________	________________	_________
Which safety, access or safeguarding control needs improvement?	________________	________________	________________	_________
Which message, interaction and next step worked best?	________________	________________	________________	_________
Which promise, cost or resource assumption was difficult?	________________	________________	________________	_________

22. Sign-off and review-release gate

Pre-event approval

Role	Name	Decision	Date	Recorded approval location
Event lead	________________	Ready / Ready with conditions / Not ready	_________	________________
Safety and safeguarding lead	________________	Ready / Ready with conditions / Not ready	_________	________________
Finance or delegated approver	________________	Approved / Not approved	_________	________________
Accountable sponsor	________________	Go / Modify / Defer / Stop	_________	________________

Post-event closure

Role	Name	Closure statement	Date	Record location
Event lead	________________	Delivery and site records complete	_________	________________
Safety and safeguarding lead	________________	Incidents and concerns closed or transferred	_________	________________
Privacy and registration lead	________________	Data secured and follow-up assigned	_________	________________
Finance owner	________________	Reconciliation complete or exceptions assigned	_________	________________
Accountable sponsor	________________	Lessons and next-event decision accepted	_________	________________

Derivative review and release checklist

- [ ] Exact code, title, source initiative, disposition, canonical parent and overlay match index v1.1.
- [ ] Every mandatory adaptation row in Section 5 is completed and evidenced.
- [ ] No unused control was deleted; every N/A has a reason, owner and acceptance date.
- [ ] Event facts, owners, dates, thresholds and evidence locations are complete.
- [ ] Event, safety or safeguarding, finance and sponsor reviews are recorded.
- [ ] Local-condition decisions cite an official or competent source without claiming universal legal requirements.
- [ ] Current brand, rights, accessibility, privacy and data controls are verified.
- [ ] Related controlled interfaces resolve and carry matching event facts.
- [ ] Editable and accessible copies carry matching identity and version information.
- [ ] Final distribution copy is rendered and visually reviewed page by page.
- [ ] Release row, checksum, approval and evidence are complete before status changes from REVIEW.

Review decision: Accept for local completion / Return for revision / Reject **Reviewer, date and comments:** ____