



F04 CONFIGURED SUPPORTING DOCUMENT

Exhibitor Invitation Template

A controlled, editable working derivative for M-T1-CP-18-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-18-SD-02
Exact derivative title	Exhibitor Invitation Template
Source initiative	M-T1-CP-18 - Rotary Community Expo
Source initiative code	M-T1-CP-18
Source initiative title	Rotary Community Expo
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-18 - Rotary Community Expo
Canonical parent code and title	M-T1-CP-18 - Rotary Community Expo
Named overlay or migration label	General multi-organisation expo
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 B — Professional invitation for exhibitors or partners

Adaptation note

For local organisations, charities and community groups invited to contribute to the Rotary Community Expo. Attach approved exhibitor information covering purpose, public audience, booth/space, setup, equipment, power, staffing, access, safety, insurance where required by the approved plan, data capture, brand display, cancellation and pack-down. Do not imply endorsement or partnership. The primary action is to accept, decline or request a scoping conversation. Follow with written confirmation, an operational pack, a 72-hour reminder, role-specific thanks and only the agreed partnership next step.

Instructions

1. Personalise each invitation to one organisation and explain why its work is relevant to the approved expo purpose.
 2. Send the invitation with the completed exhibitor conditions below. Do not ask an organisation to agree to conditions that remain undecided.
 3. Distinguish an invitation to exhibit from partnership, sponsorship, funding, exclusivity or endorsement.
 4. Require a written confirmation after acceptance. The invitation alone does not allocate space or approve public claims, marks, activities or data collection.
 5. Record decline and no-further-contact requests immediately. Keep operational communication separate from optional future promotion.
 6. Resolve every field and complete safety, access, rights, privacy, brand and operational reviews before sending.
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Controlled fields

Field	Completion instruction	Evidence
{{FIRST_NAME}} / {{ORGANISATION_NAME}}	Enter the authorised recipient and organisation names.	Professional contact and relationship record
{{HOST_ENTITY}}	Enter the official club or District entity hosting the expo.	Initiative approval
{{INVITATION_REASON}}	State the truthful relevance of this organisation to the expo audience/purpose.	Exhibitor outreach plan
{{PUBLIC_EVENT_NAME}}	Enter the approved expo public title.	Event brief
{{PURPOSE_SENTENCE}} / {{VALUE_PROMISE}}	State what the expo enables and the practical audience/organisation value without guarantees.	Initiative and message briefs
{{EVENT_DATE_LONG}} / {{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}}	Enter confirmed public timing.	Venue confirmation and run sheet
{{ARRIVAL_TIME}} / {{SETUP_WINDOW}} / {{PACK_DOWN_WINDOW}}	Enter approved arrival, setup and pack-down timing.	Operational run sheet
{{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{EXHIBITOR_ENTRY_ROUTE}}	Enter the venue, full address and approved loading/entry instructions.	Venue/site plan
{{SPACE_AND_EQUIPMENT}} / {{POWER_AND_CONNECTIVITY}}	State approved footprint, furniture, equipment, power and connectivity provisions/limits.	Floor plan and technical brief

Field	Completion instruction	Evidence
{{STAFFING_AND_ACCESS}}	State exhibitor staffing, passes, breaks and access provisions.	People and accessibility plans
{{SAFETY_AND_INSURANCE}}	State only approved safety, risk, insurance and activity restrictions.	Safety/insurance decision
{{DATA_CAPTURE_RULES}}	State approved rules for collecting visitor details, notices, consent and sharing.	Privacy review
{{BRAND_AND_CONTENT_RULES}}	State mark, claim, display, image and content-approval conditions.	Brand and rights review
{{COST_TEXT}}	State approved exhibitor fee, inclusion or "No charge".	Budget/commercial approval
{{CANCELLATION_AND_CHANGE_RULES}}	State the approved cancellation, substitution and event-change process.	Contingency plan
{{RSVP_DEADLINE}} / {{RSVP_URL}}	Enter the response deadline and tested accept/decline/question route.	Exhibitor response plan and link test
{{PRIMARY_CONTACT_NAME}} / {{PRIMARY_CONTACT_EMAIL}} / {{PRIMARY_CONTACT_PHONE}}	Enter the monitored exhibitor contact.	Contact approval
{{ACCESSIBILITY_SUMMARY}}	State specific confirmed event and exhibitor access provisions.	Accessibility review
{{RECORDING_NOTICE}}	State approved photography/recording arrangements and choices.	Recording and release plan
{{PRIVACY_NOTICE_URL}} / {{PREFERENCE_ROUTE}}	Enter tested privacy and communication-preference routes.	Privacy and communications review

Configured exhibitor invitation

Subject: Exhibitor invitation: contribute to {{PUBLIC_EVENT_NAME}}

Hello {{FIRST_NAME}},

{{HOST_ENTITY}} invites {{ORGANISATION_NAME}} to consider exhibiting at
{{PUBLIC_EVENT_NAME}} on {{EVENT_DATE_LONG}}.

{{PURPOSE_SENTENCE}} We are approaching your organisation because {{INVITATION_REASON}}.
 {{VALUE_PROMISE}}

The invitation

We are asking {{ORGANISATION_NAME}} to present an approved display or activity that helps visitors understand its current community work and practical ways to engage.

Public event details

- **Date and time:** {{EVENT_DATE_LONG}}, {{START_TIME}}–{{END_TIME}} {{TIME_ZONE}}
- **Venue:** {{VENUE_NAME}}, {{VENUE_ADDRESS}}
- **Exhibitor arrival/setup:** {{ARRIVAL_TIME}}; {{SETUP_WINDOW}}
- **Pack-down:** {{PACK_DOWN_WINDOW}}
- **Exhibitor entry/loading:** {{EXHIBITOR_ENTRY_ROUTE}}
- **Cost or approved contribution:** {{COST_TEXT}}
- **Access arrangements:** {{ACCESSIBILITY_SUMMARY}}
- **Recording arrangements:** {{RECORDING_NOTICE}}

Approved exhibitor conditions

- **Space and equipment:** {{SPACE_AND_EQUIPMENT}}
- **Power and connectivity:** {{POWER_AND_CONNECTIVITY}}
- **Staffing and access:** {{STAFFING_AND_ACCESS}}
- **Safety and insurance:** {{SAFETY_AND_INSURANCE}}
- **Visitor data capture:** {{DATA_CAPTURE_RULES}}
- **Brand, displays and public content:** {{BRAND_AND_CONTENT_RULES}}
- **Cancellation, substitution and changes:** {{CANCELLATION_AND_CHANGE_RULES}}

Please accept, decline or ask for a scoping conversation by {{RSVP_DEADLINE}} at {{RSVP_URL}}, or contact {{PRIMARY_CONTACT_NAME}} at {{PRIMARY_CONTACT_EMAIL}} / {{PRIMARY_CONTACT_PHONE}}.

Participation is confirmed only when {{HOST_ENTITY}} issues written confirmation. This invitation does not create a partnership, endorsement, funding commitment or exclusivity arrangement.

Thank you for considering it. We value a clear answer either way.

Warm regards, {{PRIMARY_CONTACT_NAME}} {{HOST_ENTITY}}

Privacy: Response information will be handled as described at {{PRIVACY_NOTICE_URL}}.

Communication preferences: {{PREFERENCE_ROUTE}}

Exhibitor readiness and release checklist

- [] The organisation-specific invitation reason and public value are accurate and approved.
- [] Venue, floor plan, capacity, setup, pack-down, loading and equipment decisions are final.
- [] Space, power, staffing, safety, insurance, data, brand, content, access and cancellation conditions are complete.

- [] Invitation language creates no unintended partnership, endorsement, funding or exclusivity promise.
- [] The accept/decline/question route, privacy notice and preference route pass direct and mobile tests.
- [] Written confirmation, operational pack, 72-hour reminder and event-day contact are prepared.
- [] Exhibitor claims, images, marks and proposed data capture will be reviewed before public use.
- [] Role-specific thanks and any agreed next conversation have owners and permission boundaries.
- [] Declines and no-further-contact requests are recorded before additional outreach.
- [] The release candidate contains no unresolved double-brace fields.

Exhibitor response and confirmation record

Item	Controlled entry
Organisation / contact	
Response: accept / decline / discuss	
Date and source of response	
Conditions or questions requiring decision	
Written confirmation owner / due date	
Operational pack issued / version	
Future-contact preference	

Review record

Review domain	Reviewer	Outcome / required change	Date
Initiative and exhibitor relevance			
Venue, safety and operations			
Accessibility			
Privacy and data capture			
Brand, rights and claims			
Final approval			