



F04 CONFIGURED SUPPORTING DOCUMENT

Speaker Invitation Template

A controlled, editable working derivative for M-T1-CP-20-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 — transitional redirect derivative; not approved for distribution
Derivative version	v0.1
Supporting-document code	M-T1-CP-20-SD-02
Exact derivative title	Speaker Invitation Template
Source initiative	M-T1-CP-20 - Community Leadership Forum
Source initiative code	M-T1-CP-20
Source initiative title	Community Leadership Forum
Initiative disposition	Retired from CP portfolio
Canonical parent	M-T1-CL-01 - Civic Leadership Dialogues
Canonical parent code and title	M-T1-CL-01 - Civic Leadership Dialogues
Named overlay or migration label	CP-20 transitional redirect
Redirect or tombstone route	Permanent redirect and tombstone from M-T1-CP-20 - Community Leadership Forum to M-T1-CL-01 - Civic Leadership Dialogues; retain M-T1-CP-20-SD-02 until the verified replacement route is released.
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 C — Speaker invitation

Adaptation note

For a specifically selected government, business or community leader. Personalise the reason for approach and define the proposed topic, format, audience, time, neutrality, fee/expense position, technical needs, biography/headshot rights, recording and approval pathway. The primary action is to accept, decline or discuss the brief. Follow with written speaker confirmation, a technical brief, reminder, thanks, a rights check and only the agreed next step.

Mandatory redirect gate

This asset retains its exact CP-20 code for navigation and audit continuity, but CP-20 is retired from the Community Presence portfolio. **Do not distribute this invitation until the authorised Playbook owner verifies the M-T1-CL-01 destination, public naming and governance route.** Record that decision in the review table. Do not batch-rename this source asset or remove its permanent alias/tombstone.

Instructions

1. Select one speaker for a defined Civic Leadership Dialogue and document the truthful, role-relevant reason for approach.
 2. Confirm the public event name and M-T1-CL-01 governance before use. Remove obsolete “Community Leadership Forum” wording unless specifically approved as a public event title.
 3. Treat topic, biography, headshot, quotation, recording, reuse, expense and public-announcement rights as separate written approvals.
 4. State neutrality clearly: participation does not imply endorsement of Rotary, another speaker or any position beyond the speaker’s approved contribution.
 5. Do not announce the speaker until the acceptance gate is complete and written confirmation has been issued.
 6. Resolve every controlled field and complete the cross-theme, legal/authority, rights, accessibility, technical and communications reviews.
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Controlled fields

Field	Completion instruction	Evidence
{{FIRST_NAME}} / {{SPEAKER_NAME}}	Enter the preferred and approved public names.	Professional contact and written approval
{{HOST_ENTITY}}	Enter the authorised host for the verified M-T1-CL-01 activity.	Cross-theme governance approval

Field	Completion instruction	Evidence
{{PUBLIC_EVENT_NAME}}	Enter the approved public event title; do not assume the retired source title.	Verified M-T1-CL-01 brief
{{INVITATION_REASON}}	State why this specific person's experience is relevant.	Speaker selection record
{{PROPOSED_TOPIC}}	Enter the proposed question or topic, clearly marked as subject to agreement.	Dialogue brief
{{SPEAKER_FORMAT_AND_TIMING}}	State speaking time, discussion time, moderation and format.	Run sheet and speaker brief
{{AUDIENCE_SEGMENT}}	Describe the expected audience without unsupported attendance claims.	Audience plan
{{EVENT_DATE_LONG}} / {{EVENT_DATE_SHORT}} / {{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}}	Enter complete confirmed event timing.	Venue confirmation and run sheet
{{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{ONLINE_ACCESS_ROUTE}}	Enter confirmed venue/online access details.	Venue and technical records
{{ARRIVAL_TIME}} / {{TECHNICAL_CHECK}}	Enter approved arrival and technical-check arrangements.	Speaker run sheet
{{ACCESSIBILITY_SUMMARY}} / {{SPEAKER_ACCESS_CONTACT}}	State confirmed speaker/participant provisions and a monitored adjustment route.	Accessibility review
{{COST_TEXT}}	State the approved fee, honorarium, travel, expense or no-fee arrangement.	Finance/authority approval
{{RECORDING_NOTICE}}	State photography, recording, editing, retention and reuse terms subject to written agreement.	Recording and rights plan
{{BIOGRAPHY_HEADSHOT_PROCESS}}	State required biography/headshot format, rights evidence and approval route.	Rights and promotion plan
{{RSVP_DEADLINE}} / {{RSVP_URL}}	Enter the response deadline and tested accept/decline/discuss route.	Speaker outreach plan and link test
{{PRIMARY_CONTACT_NAME}} / {{PRIMARY_CONTACT_ROLE}} / {{PRIMARY_CONTACT_EMAIL}} / {{PRIMARY_CONTACT_PHONE}}	Enter the authorised speaker liaison.	Contact approval

Configured speaker invitation

Subject: Speaker invitation: {{PUBLIC_EVENT_NAME}} – {{EVENT_DATE_SHORT}}

Hello {{FIRST_NAME}},

I'm writing on behalf of {{HOST_ENTITY}} to invite you to consider contributing to {{PUBLIC_EVENT_NAME}}, a Civic Leadership Dialogue on {{EVENT_DATE_LONG}}.

Why we are approaching you

{{INVITATION_REASON}}

The proposed contribution

- **Proposed topic or question:** {{PROPOSED_TOPIC}}
- **Format and timing:** {{SPEAKER_FORMAT_AND_TIMING}}
- **Audience:** {{AUDIENCE_SEGMENT}}
- **Event time:** {{START_TIME}}–{{END_TIME}} {{TIME_ZONE}}
- **Venue or online access:** {{VENUE_NAME}}, {{VENUE_ADDRESS}} / {{ONLINE_ACCESS_ROUTE}}
- **Arrival and technical check:** {{ARRIVAL_TIME}}; {{TECHNICAL_CHECK}}
- **Accessibility support:** {{ACCESSIBILITY_SUMMARY}}; contact {{SPEAKER_ACCESS_CONTACT}}
- **Fee, honorarium, travel or expense arrangement:** {{COST_TEXT}}
- **Photography, recording and reuse:** {{RECORDING_NOTICE}}
- **Biography and headshot process:** {{BIOGRAPHY_HEADSHOT_PROCESS}}

The dialogue is intended to support constructive community discussion. Your participation would not imply endorsement of {{HOST_ENTITY}}, another speaker or any position beyond your own approved contribution.

Please accept, decline or request a conversation by {{RSVP_DEADLINE}} at {{RSVP_URL}} or {{PRIMARY_CONTACT_EMAIL}}.

If you are interested, we will issue written confirmation covering the final topic, format, timing, biography, headshot rights, accessibility, technical needs, recording, expenses, public promotion, cancellation and substitution arrangements.

Thank you for considering the invitation.

Warm regards,

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

Speaker acceptance gate

- ☐ Written acceptance received and retained.
- ☐ Verified M-T1-CL-01 destination, public name, host authority and CP-20 redirect/tombstone decision recorded.
- ☐ Approved public name, title, organisation, biography and pronunciation recorded.
- ☐ Approved headshot, creator credit, permitted use and expiry/review conditions recorded.
- ☐ Final topic, format, moderation, timing and audience agreed.
- ☐ Accessibility and technical needs have owners and solutions.
- ☐ Fee, honorarium, travel and expense terms have authorised approval.
- ☐ Photography, recording, editing, retention and reuse permissions are written and specific.
- ☐ Any promotional quotation has separate written approval.
- ☐ Cancellation, substitution and urgent contact routes are agreed.
- ☐ Written confirmation and technical brief issued before public announcement.
- ☐ Reminder, thanks, rights recheck and agreed next step have owners and due dates.
- ☐ The invitation contains no unresolved double-brace fields.

Review record

Review domain	Reviewer	Outcome / required change	Date
M-T1-CL-01 destination and host authority			
Permanent CP-20 redirect/tombstone			
Speaker relevance, neutrality and topic			
Finance and expenses			
Accessibility and technical delivery			
Rights, recording and public promotion			
Communications and proof			
Final approval			