



F02 CONFIGURED SUPPORTING DOCUMENT

Volunteer Roster Template

A controlled, editable working derivative for M-T1-CP-24-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

Controlled field	Controlled value
Status	REVIEW — configured derivative; not approved for operational release
Supporting-document code	M-T1-CP-24-SD-02
Exact derivative title	Volunteer Roster Template
Source initiative	M-T1-CP-24 - Rotary Outdoor Information Stall
Source initiative code	M-T1-CP-24
Source initiative title	Rotary Outdoor Information Stall
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	Outdoor Market or Festival Stall
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-24 to M-T1-CP-14; retain M-T1-CP-24-SD-02 as the stable outdoor-stall overlay asset code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-24-SD-02 Outdoor Market or Festival Stall roster overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local approval required before operational release

Adaptation note: This is the Outdoor Market or Festival Stall roster overlay for the Pop-Up Rotary Activation System. It requires setup/pack-down leads who know organiser conditions and anchoring, continuous shift authority, accurate project conversation coverage, a data custodian, relief that avoids lone public/data/equipment duty, asset custody at every handover, outdoor task rotation, weather shutdown triggers and buddy arrangements for early and late work.

This roster is not a legal, safety, safeguarding or insurance determination. Confirm event-organiser, venue, jurisdiction, insurer, privacy and emergency requirements for the actual stall before use.

1. Instructions

1. Complete one roster for each event occurrence and link it to the approved stall setup checklist and organiser conditions.
2. Include setup, opening, public operation, break, handover, close, site sweep and asset-return periods.
3. Verify role competence and briefing before assignment; assign an accepted alternate to every critical function.
4. Rotate standing, sun, wind, noise and high-contact duties, with planned relief and water.
5. Keep contact details, adjustments, screening and incident information in the restricted internal record, never the public duty list.
6. Transfer device, paper form, cash, key and asset custody explicitly at every shift change.

2. Controlled stall fields

Field	Entry
Host event / organiser	_____
Occurrence code / date	_____
Location / stall number	_____

Field	Entry
Access and setup window	_____
Public operating hours	_____
Close / site-clear deadline	_____
Event lead / alternate	_____
Roster lead	_____
Setup / pack-down leads	_____
Shift lead(s)	_____
Safety / first-aid contact	_____
Safeguarding contact	_____
Data custodian	_____
Asset handover owner	_____
Organiser control contact	_____
Related F01 / F05 records	_____

3. Outdoor-stall gate

Gate	Approved condition / evidence	Owner	Complete
Organiser terms, footprint, access and site-clear requirements	_____	_____	[]
Shelter, weights, furniture, signage, power and equipment controls	_____	_____	[]
Weather source and shutdown/evacuation triggers	_____	_____	[]
Public flow, accessibility and emergency route	_____	_____	[]
First aid, safeguarding, conduct and incident routes	_____	_____	[]
Approved project facts, next steps and referral boundaries	_____	_____	[]
Data notice, paper/device custody and retention	_____	_____	[]
Early setup / late pack-down travel and buddy arrangements	_____	_____	[]
Insurance, organiser and venue approvals	_____	_____	[]

Gate decision / reviewer / date: _____

4. Required roster pattern

Function	Required control	Primary	Alternate / relief
Setup lead and pair	Organiser access, anchoring, footprint and asset plan	_____	_____
Shift lead	Weather, public flow, emergency and organiser contacts	_____	_____
Conversation hosts	At least one accurately briefed host for each current project/next step	_____	_____
Data custodian	Approved paper/device enquiry route and secure handover	_____	_____
Relief host	Keeps stall staffed without one person carrying public, data and equipment duties alone	_____	_____
Asset handover owner	Devices, forms, cash, keys, signs, equipment and return	_____	_____
Pack-down lead and pair	Shutdown, site sweep, organiser handback and safe departure	_____	_____

5. Controlled internal roster

Shift / period	Volunteer ID / preferred name	Role	Start	Finish	Briefing	Shift lead	Planned break	Relief	Contact status	Adjustment flag only	Ha
Setup	_____	Setup / asset control	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____

Shift / period	Volunteer ID / preferred name	Role	Start	Finish	Briefing	Shift lead	Planned break	Relief	Contact status	Adjustment flag only	Ha
_____	_____	Shift lead	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____
_____	_____	Conversation host	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____
_____	_____	Data custodian	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____
_____	_____	Relief host	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____
Pack-down	_____	Pack-down / handback	_____	_____	_____	_____	_____	_____	Confirmed / Pending	Restricted / None	_____

6. Coverage check

Critical function	Setup	Opening	Peak	Break relief	Close/pack-down	Backup accepted
Shift authority	_____	_____	_____	_____	_____	[]
Weather/site monitoring	_____	_____	_____	_____	_____	[]
Public conversations/current project facts	_____	_____	_____	_____	_____	[]
Data/forms/device custody	_____	_____	_____	_____	_____	[]
Safety/first aid/safeguarding	_____	_____	_____	_____	_____	[]
Asset/site handback	_____	_____	_____	_____	_____	[]

7. Briefing checklist

- ☐ Stall purpose, approved project facts, visitor choice and correct next-step route.
- ☐ Role, authority, limits, shift lead, relief and handover.
- ☐ Organiser terms, footprint, accessible approach and public-flow controls.
- ☐ Shelter, weights, furniture, electrical equipment and safe shutdown.
- ☐ Weather, sun, wind, noise, hydration, breaks and fit-for-task reporting.
- ☐ Emergency, first aid, aggression, lost person and safeguarding routes.
- ☐ Data notice, device/forms, photography and consent-aware follow-up.
- ☐ Asset, cash, key and site-sweep custody.
- ☐ Safe travel and buddy arrangements for early setup and late pack-down.

8. Shift and asset handover

Date/time	Outgoing lead	Incoming lead	People/break status	Weather/site	Devices/forms	Cash/keys, if any	Signs/equi
_____	_____	_____	_____	_____	_____	_____	_____

9. Public duty list

Use preferred names and public roles only.

Time	Public role	Preferred name	Stall position	Ask this person about
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. Break, rotation and actual-shift record

Volunteer ID	Exposure/task	Planned rotation or break	Relief	Actual time	Adjustment or concern reference	Shift-lead check
_____	Standing / sun / wind / noise / public / other	_____	_____	_____	None / _____	_____
_____	Standing / sun / wind / noise / public / other	_____	_____	_____	None / _____	_____

11. Close-out and REVIEW approval

- ☐ Everyone is signed off and final team buddy/safe-departure plan is complete.
- ☐ Devices, forms, cash, keys, signs, furniture, weights and other assets reconcile.
- ☐ Approved follow-up records have an owner and due date.
- ☐ Site sweep and organiser handback are accepted.
- ☐ Safety, safeguarding, privacy and welfare matters are transferred by restricted reference.
- ☐ Late changes, no-shows, missed breaks and asset variances have owners.

Approval role	Name	Decision	Date	Evidence
Roster/asset lead	_____	Reconciled / Return for action	_____	_____
Safety/data reviewer	_____	Controls accepted / Conditions	_____	_____
Event lead / organiser handback	_____	Approved / Not approved	_____	_____

Until approved, this derivative remains **REVIEW**.