



F09 CONFIGURED SUPPORTING DOCUMENT

Project Display Template

A controlled, editable working derivative for M-T1-CP-25-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; evidence, brand, rights, access and production proof required
Supporting-document code	M-T1-CP-25-SD-02
Exact derivative title	Project Display Template
Source initiative	M-T1-CP-25 - Rotary Community Showcase
Source initiative code	M-T1-CP-25
Source initiative title	Rotary Community Showcase
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-25 - Rotary Community Showcase
Canonical parent code and title	M-T1-CP-25 - Rotary Community Showcase
Named overlay or migration label	Canonical Rotary-owned impact story
Redirect or tombstone route	None
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-25-SD-02 Project Display Template overlay
Derivative version	v0.1

Adaptation note

Build one evidence-led project story per panel. Begin with the community need and affected place/group, not the committee. Explain Rotary and partner action concretely; present one to three verified results with source, period and material limitation. Use a permissioned human perspective only when it adds dignity

and understanding. End with one current opportunity to volunteer, partner, support or learn more and credit community/partner/beneficiary contribution accurately.

Instructions

1. Complete the impact-story module and fact/rights records before opening layout software.
2. Select one strong rights-cleared documentary image or a truthful comparable before/after pair.
3. Distinguish need, action, output and outcome. Do not inflate attendance, activity or estimated value into impact.
4. State source, period, denominator/basis and limitations close to each result.
5. Use a current action with a named owner and expiry; remove expired opportunities.
6. Full-size proof the panel in its actual display system and lighting.

Controlled fields

Field	Completion instruction	Evidence
{{PROJECT_TITLE}} / {{RESPONSIBLE_ENTITY}}	Enter approved project/display title and accountable identity.	Initiative approval
{{PRIMARY_AUDIENCE}} / {{VIEWING_CONTEXT}}	Define audience, distance, pace, site/light and format.	Audience/site brief
{{COMMUNITY_NEED}}	State evidence-backed need/place/group with respectful language.	Approved needs evidence
{{ROTARY_PARTNER_ACTION}}	State concrete roles/actions and accurate contribution credits.	Project/partner records
{{RESULT_1}} / {{RESULT_2}} / {{RESULT_3}}	Enter one to three verified results; delete unused fields.	Outcome/fact records
{{RESULT_SOURCE_PERIOD_LIMIT}}	Enter source, geography, period, basis/denominator and material limitation.	Fact ledger
{{HUMAN_QUOTE}} / {{QUOTE_ATTRIBUTION}}	Enter permissioned words and approved identity treatment, or remove.	Written release
{{HERO_IMAGE_ID}} / {{CAPTION}} / {{ALT_TEXT}}	Enter rights-cleared hero image and equivalents.	Rights/access registers
{{BEFORE_AFTER_CONTROL}}	Enter comparable context/caption evidence, or state Not used.	Image/fact review
{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one current opportunity and human route.	Action owner approval
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter tested owned destination and visible fallback, or remove.	QR validation

Field	Completion instruction	Evidence
{{PANEL_DIMENSIONS}} / {{SAFE_HARDWARE_ZONES}}	Enter supplier/system-confirmed size, orientation and exclusions.	Production template
{{MATERIAL_FINISH}}	Enter substrate/finish/glare/service-life evidence.	Supplier confirmation
{{ACCESSIBLE_COMPANION}}	Enter tagged digital/large-print equivalent.	Accessibility review
{{CONTENT_REVIEW_DATE}} / {{ASSET_ID}}	Enter story/action/rights expiry and asset ID.	Content/asset registers

Configured project panel

Story and viewing brief

Decision	Entry
Project title	{{PROJECT_TITLE}}
Audience/context	{{PRIMARY_AUDIENCE}} / {{VIEWING_CONTEXT}}
Community need	{{COMMUNITY_NEED}}
Action	{{ROTARY_PARTNER_ACTION}}
Verified results	{{RESULT_1}}; {{RESULT_2}}; {{RESULT_3}}
Source/period/limitation	{{RESULT_SOURCE_PERIOD_LIMIT}}
Human perspective	{{HUMAN_QUOTE}} — {{QUOTE_ATTRIBUTION}}
Current next step	{{PRIMARY_ACTION}}

Required panel hierarchy

1. **Attract:** {{PROJECT_TITLE}} and one community-value headline derived from {{COMMUNITY_NEED}}.
2. **Orient:** one-sentence need/place/group context.
3. **Show action:** {{ROTARY_PARTNER_ACTION}} with accurate community/partner roles.
4. **Prove:** up to three results—{{RESULT_1}}, {{RESULT_2}}, {{RESULT_3}}—plus {{RESULT_SOURCE_PERIOD_LIMIT}}.
5. **Humanise, when approved:** {{HUMAN_QUOTE}} / {{QUOTE_ATTRIBUTION}}.
6. **Participate:** {{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}.
7. **Trust:** responsible entity, image credit, source, asset {{ASSET_ID}} and review {{CONTENT_REVIEW_DATE}}.

Dimensions and copy zones

Specification	Approved value
Finished panel size/orientation	{{PANEL_DIMENSIONS}}
Safe/frame/fixing zones	{{SAFE_HARDWARE_ZONES}}
Material/finish/glare	{{MATERIAL_FINISH}}
Distant zone	Project/community-value headline and one dominant image
Mid-range zone	Need, action and one strongest result
Close-read zone	Remaining evidence, source, caption, quote, credits and action details

Official brand asset lock

- Use only the supplied verified official mark. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or bake it into generated 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 clear space. Keep partner/community credits separate and proportionate; never imply sole ownership of shared work.
- Register filename/source/checksum/colour/use before proof.

Image, quote, evidence and alternatives

Control	Value
Hero image	{{HERO_IMAGE_ID}}
Caption	{{CAPTION}}
Alt text	{{ALT_TEXT}}
Before/after control	{{BEFORE_AFTER_CONTROL}}
Human quotation	{{HUMAN_QUOTE}} / {{QUOTE_ATTRIBUTION}}
Result basis	{{RESULT_SOURCE_PERIOD_LIMIT}}
Accessible equivalent	{{ACCESSIBLE_COMPANION}}

The image must not be synthetic evidence of a real project. Any conceptual generated image must be explicitly controlled and cannot carry a fabricated Rotary mark.

QR/action block

Item	Entry
Action	{{PRIMARY_ACTION}}

Item	Entry
Destination	{{QR_DESTINATION}}
Visible fallback	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Expiry/owner	Recheck at {{CONTENT_REVIEW_DATE}}; named action owner required
Testing	Final material, actual size/distance/light/current devices/privacy route

Evidence approval matrix

Claim/result	Exact wording	Source/period/basis	Limitation	Owner	Approval/recheck
{{RESULT_1}}					
{{RESULT_2}}					
{{RESULT_3}}					

Acceptance checks

- ☐ Community need leads; committee/process language does not.
- ☐ Rotary, partner, community and beneficiary actions/credits are accurate.
- ☐ Every result has source, period, basis/denominator and material limitation.
- ☐ Attendance/activity/estimated value is not mislabeled as outcome/impact.
- ☐ Official effective 763 × 284 mark is authentic, padding-aware and proportion-locked.
- ☐ Hero/before-after/quotation/partner assets have current permissions and do not mislead.
- ☐ One dominant image, readable evidence labels and clear three-distance hierarchy pass full-size test.
- ☐ Plain language, contrast, alt text, captions and {{ACCESSIBLE_COMPANION}} pass review.
- ☐ Current action, QR and visible fallback work and have an owner/expiry.
- ☐ Supplier confirms dimensions, safe zones, material, images, colour, fonts and proof.
- ☐ Asset ID and {{CONTENT_REVIEW_DATE}} trigger update/retirement when evidence or opportunity changes.
- ☐ Editable source, production artwork, proof, rights/fact record and accessible companion share one version.

Review record

Review domain	Reviewer	Outcome / required change	Date
Project facts/results			

Review domain	Reviewer	Outcome / required change	Date
Brand and partner credit			
Image/quote rights			
Accessibility			
Supplier/production proof			
Final approval			