



F09 CONFIGURED SUPPORTING DOCUMENT

Booth Display Guide

A controlled, editable working derivative for M-T1-CP-27-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.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; organiser, brand, rights, access and production proof required
Supporting-document code	M-T1-CP-27-SD-01
Exact derivative title	Booth Display Guide
Source initiative	M-T1-CP-27 - Rotary Community Engagement Booth
Source initiative code	M-T1-CP-27
Source initiative title	Rotary Community Engagement Booth
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	Host-Event Engagement Booth
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-27 to M-T1-CP-14; retain M-T1-CP-27-SD-01 as the stable asset code
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-27-SD-01 Booth Display Guide host-event overlay
Derivative version	v0.1

Adaptation note

Use the Host-Event Engagement Booth overlay under the Pop-Up Rotary Activation System. Design for the host event's actual audience/theme and state why Rotary is relevant there. Use the backwall for identity, one promise and one proof; keep table/counter space open for conversation and one action. Maintain an accessible entrance, position hosts without blocking the aisle/content and use one safe interaction or project object that reinforces the message rather than creating a giveaway queue.

Instructions

1. Confirm host audience, theme, organiser footprint/height/material/power/storage/security/bump-in rules before design.
 2. Choose one relevant community message/proof/action; remove general club-history and unrelated literature.
 3. Draw an open, dimensioned plan showing entrance, counter/table, hosts, interaction, storage and circulation.
 4. Provide an unattended self-service route for people who prefer not to speak.
 5. Lock/supervise personal items, forms, devices and stock; do not leave personal data visible.
 6. Test aisle sight lines, glare, staff positions, interaction safety and comprehension before opening.
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Controlled fields

Field	Completion instruction	Evidence
{{HOST_EVENT_NAME_DATE}} / {{RESPONSIBLE_ENTITY}}	Enter event/date and accountable identity.	Organiser/initiative approval
{{HOST_AUDIENCE_THEME}} / {{ROTARY_RELEVANCE}}	Define actual audience/theme and specific relevance.	Audience brief
{{AUDIENCE_PROMISE}} / {{PROOF_POINT}} / {{PROOF_SOURCE_DATE}}	Enter one promise and verified proof.	Content/fact approval
{{PRIMARY_ACTION}} / {{VISIBLE_SELF_SERVICE}}	Enter one action and readable non-conversation/non-QR route.	Action/contact approval
{{BOOTH_FOOTPRINT_HEIGHT}}	Enter organiser-approved width/depth/height and public boundaries.	Dimensioned organiser plan
{{ENTRANCE_CIRCULATION}} / {{HOST_POSITIONS}}	Enter accessible opening, clear routes and staff locations.	Layout/access review
{{COUNTER_TABLE_LAYOUT}} / {{STORAGE_SECURITY}}	Enter open conversation surface and locked/supervised storage.	Operations/security plan
{{INTERACTIVE_PROMPT}}	Enter one safe relevant object/prompt/demonstration and control.	Safety/content approval
{{BACKWALL_DIMENSIONS_SAFE_ZONES}}	Enter system-confirmed finished/live dimensions and hardware exclusions.	Supplier template
{{HERO_IMAGE_ID}} / {{CAPTION}} / {{ALT_TEXT}}	Enter rights-cleared event-relevant visual.	Rights/access registers
{{ACCESS_PROVISIONS}}	Enter approach, reading heights, seating/assistance and accessible companion.	Accessibility review
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter tested owned destination and visible fallback.	QR validation
{{POWER_MATERIALS_FIXINGS}}	Enter organiser/supplier-approved power, cables, materials, weights and fixings.	Technical approval
{{BUMP_IN_OUT}}	Enter approved delivery, setup, handover, pack-down and waste route.	Organiser instructions

Field	Completion instruction	Evidence
{{CURRENT_LITERATURE}} / {{CONTENT_REVIEW_DATE}}	List approved takeaways, quantities, owners and expiry.	Content/stock register

Configured booth design specification

Host-event message brief

Decision	Entry
Event/date	{{HOST_EVENT_NAME_DATE}}
Audience/theme	{{HOST_AUDIENCE_THEME}}
Rotary relevance	{{ROTARY_RELEVANCE}}
Aisle promise	{{AUDIENCE_PROMISE}}
Proof	{{PROOF_POINT}} — {{PROOF_SOURCE_DATE}}
One action	{{PRIMARY_ACTION}}
Self-service route	{{VISIBLE_SELF_SERVICE}}

Booth plan and dimensions

Zone	Dimensions/position	Required control
Approved footprint/height	{{BOOTH_FOOTPRINT_HEIGHT}}	Nothing, including queue/hosts, exceeds boundary
Backwall	{{BACKWALL_DIMENSIONS_SAFE_ZONES}}	Identity, promise, proof visible above people/furniture
Entrance/circulation	{{ENTRANCE_CIRCULATION}}	Open, accessible and not blocked by chairs/boxes/literature
Counter/table	{{COUNTER_TABLE_LAYOUT}}	Open conversation/action surface, not a wall across entry
Host positions	{{HOST_POSITIONS}}	Engage without blocking aisle or essential content
Interaction	{{INTERACTIVE_PROMPT}}	Safe, relevant, supervised; no giveaway queue
Storage	{{STORAGE_SECURITY}}	Personal items, forms, devices and stock locked/supervised

Copy and visual zones

- Backwall identity:** authentic official identity and {{AUDIENCE_PROMISE}}.
- Backwall proof:** {{PROOF_POINT}} with {{PROOF_SOURCE_DATE}} and one dominant {{HERO_IMAGE_ID}}.
- Conversation/action:** {{PRIMARY_ACTION}} on open counter/standing module.
- Self-service:** {{VISIBLE_SELF_SERVICE}} and current takeaways {{CURRENT_LITERATURE}}.

5. **Trust:** caption {{CAPTION}}, source, contact, asset version and review {{CONTENT_REVIEW_DATE}}.

Official brand asset lock

- Use only the supplied verified official mark. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or bake it into synthetic imagery.
- Original effective mark: **763 × 284 pixels**, approximately **64.6 × 24.0 mm at 300 ppi**. Transparent padding is accounted for; lock the **763:284 ratio**.
- Preserve current clear space; keep host-event/partner text and marks in separate approved zones.
- Register authorised filename/source/checksum/version/colour/use before proof.

Image, rights and accessibility

Control	Value
Hero image	{{HERO_IMAGE_ID}}
Caption	{{CAPTION}}
Alt text	{{ALT_TEXT}}
Rights	Creator, people/guardian, event/property, partner and duration recorded
Access	{{ACCESS_PROVISIONS}} plus {{VISIBLE_SELF_SERVICE}}

Essential content must be available without speech, a phone, QR, sound, standing reach or fine motor action.

QR/action and literature

Item	Entry
Action	{{PRIMARY_ACTION}}
Destination	{{QR_DESTINATION}}
Visible URL/contact	{{QR_VISIBLE_URL}} / {{VISIBLE_SELF_SERVICE}}
Placement	Non-glare, visible, outside seams, uncluttered and reachable/viewable
Literature	{{CURRENT_LITERATURE}}; current, audience-relevant, controlled quantity

Organiser and production controls

Control	Approved value
Footprint/height/material/public boundary	{{BOOTH_FOOTPRINT_HEIGHT}}
Power, cables, weights, fixings, materials	{{POWER_MATERIALS_FIXINGS}}
Bump-in/out, waste and handover	{{BUMP_IN_OUT}}
Storage/security	{{STORAGE_SECURITY}}
Proof	Full-size backwall section plus complete floor-plan rehearsal at aisle distance
Accessible companion	{{ACCESS_PROVISIONS}}

Opening/shift inspection

Time	Structure/fixings	Sight lines/glare	Entrance/access	Content/QR	Storage/security	Interaction safety	Action/owner
	Pass / Action	Pass / Action	Pass / Action	Pass / Action	Pass / Action	Pass / Action	

Acceptance checks

- ☐ CP-27 is identified as the Host-Event Engagement Booth overlay under CP-14.
- ☐ Message, proof and action directly fit the host audience/theme.
- ☐ Backwall content is visible above staff/furniture and avoids brochure-wall density.
- ☐ Official 763 × 284 effective mark is authentic, padding-aware and proportion-locked.
- ☐ Entrance/circulation remains accessible and hosts/queues do not obstruct the aisle/content.
- ☐ Counter/table stays open; storage secures personal items, forms, devices and stock.
- ☐ Interaction is safe, relevant and does not create an unmanaged queue.
- ☐ Unattended/self-service route provides the same essential action without pressure.
- ☐ Claims, images, partner/event marks, takeaways and rights are current/approved.
- ☐ Final-size sight-line, glare, message-comprehension and QR/fallback tests pass.
- ☐ Organiser footprint, height, materials, power, storage, security and bump-in conditions pass.
- ☐ Shift inspection, stock expiry, incident/correction and pack-down owners are ready.

Review record

Review domain	Reviewer	Outcome / required change	Date
Host audience/content			
Brand and rights			
Accessibility/layout			
Interaction/security			
Organiser/production proof			
Final approval			