



F09 CONFIGURED SUPPORTING DOCUMENT

Exhibition Design Guide

A controlled, editable working derivative for M-T1-CP-29-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; curatorial, venue, rights, access, security and production proof required
Supporting-document code	M-T1-CP-29-SD-01
Exact derivative title	Exhibition Design Guide
Source initiative	M-T1-CP-29 - Rotary Public Exhibition
Source initiative code	M-T1-CP-29
Source initiative title	Rotary Public Exhibition
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-29 - Rotary Public Exhibition
Canonical parent code and title	M-T1-CP-29 - Rotary Public Exhibition
Named overlay or migration label	Canonical curated multi-day exhibition
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-29-SD-01 Exhibition Design Guide overlay
Derivative version	v0.1

Adaptation note

Create one curatorial thesis connecting local history, present impact and a future community opportunity. Build a beginning, development and close across a limited number of sections rather than organising only by committee/year. Use objects, images, documents, quotations and results intentionally with rights, provenance and caption records. Distinguish historical context from current branding/claims. Provide section summaries, navigation, seating/pause points and an accessible digital or printed companion.

Instructions

1. Approve the thesis, audience, section sequence, object list and one future action before design.
2. Record provenance, ownership/loan, condition, rights, caption and handling restrictions for every object/image/document.
3. Complete venue, lighting, casework, security, environmental, mounting, access and emergency review with competent contacts.
4. Use current identity only in current interpretive/host zones; do not retrospectively brand archival material or imply current claims.
5. Produce an accessible route, section summaries, seating/pause points and equivalent companion.
6. Rehearse installation/deinstallation and conduct daily/shift condition, lighting, access, QR, caption and cleanliness checks.

Controlled fields

Field	Completion instruction	Evidence
{{EXHIBITION_TITLE}} / {{RESPONSIBLE_ENTITY}}	Enter approved title and accountable identity.	Curatorial/initiative approval
{{PRIMARY_AUDIENCE}} / {{CURATORIAL_THESIS}}	Define audience and one connecting thesis.	Curatorial brief
{{SECTION_SEQUENCE}}	Enter limited beginning/development/close section titles and purposes.	Approved content plan

Field	Completion instruction	Evidence
{{FUTURE_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one current proportionate action and non-QR route.	Action/contact approval
{{VENUE_GALLERY_DIMENSIONS}} / {{ROUTE_WIDTHS}}	Enter measured plan, elevations, access/circulation and capacities.	Venue/access plan
{{PANEL_OBJECT_CASEWORK}}	Enter panel/case/object dimensions, mounting and safe zones.	Exhibition/competent drawings
{{LIGHT_ENVIRONMENT_SECURITY}}	Enter approved lux/lighting where relevant, environment, alarms/security and monitoring.	Venue/conservator/security review
{{OBJECT_PROVENANCE_REGISTER}} / {{LOAN_CONDITION_REGISTER}}	Enter ownership/source/rights/condition/loan/return records.	Collections/rights records
{{CURRENT_BRAND_ZONES}}	Define current host/identity zones separate from archival content.	Curatorial/brand approval
{{CAPTION_STYLE}} / {{SECTION_SUMMARIES}}	Enter accessible label/summary standard.	Editorial/access approval
{{ACCESS_PROVISIONS}} / {{ACCESSIBLE_COMPANION}}	Enter physical route, reading heights, seating and equivalent formats.	Accessibility review
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter tested optional destination and visible fallback.	QR/privacy validation
{{INSTALL_DEINSTALL_PLAN}}	Enter sequence, crew, tools, handling, mounts, condition and handover.	Installation/venue approval
{{DAILY_INSPECTION}} / {{INCIDENT_ROUTE}}	Enter check cadence and damage/security/access/emergency response.	Operations plan
{{OPEN_CLOSE_DATES}} / {{CONTENT_REVIEW_DATE}}	Enter exhibition and rights/content dates.	Booking/content approval

Configured exhibition design specification

Curatorial brief

Decision	Entry
Exhibition title	{{EXHIBITION_TITLE}}
Audience	{{PRIMARY_AUDIENCE}}
Thesis	{{CURATORIAL_THESIS}}
Section sequence	{{SECTION_SEQUENCE}}
Open/close dates	{{OPEN_CLOSE_DATES}}
Future action	{{FUTURE_ACTION}}
Visible fallback	{{VISIBLE_FALLBACK}}

Narrative sequence and copy zones

Section	Purpose	Required evidence	Visitor orientation/action
Beginning	Establish place, context and thesis	One key object/image/document plus summary	Clear entry/title and "start here"
Development	Connect history, present action and verified results	Limited thematic stories, not committee chronology	Section summaries/navigation/pause points
Close	Synthesise meaning and look forward	Current evidence and responsible entity context	{{FUTURE_ACTION}} / {{VISIBLE_FALLBACK}}

Approved sequence: {{SECTION_SEQUENCE}}. Section summaries: {{SECTION_SUMMARIES}}. Caption style: {{CAPTION_STYLE}}.

Venue plan and dimensions

Control	Approved value
Gallery plan/elevations	{{VENUE_GALLERY_DIMENSIONS}}

Control	Approved value
Accessible/circulation route widths and decision points	{{ROUTE_WIDTHS}}
Panels, objects, cases, mounts and exclusion zones	{{PANEL_OBJECT_CASEWORK}}
Lighting/environment/security	{{LIGHT_ENVIRONMENT_SECURITY}}
Seating/pause points and companion pickup	{{ACCESS_PROVISIONS}}

No case, object, panel, queue or seating may obstruct accessible routes, exits, fire equipment, doors or emergency sight lines.

Official brand and historical-context lock

- Use only the supplied verified official mark in current host/interpretive zones {{CURRENT_BRAND_ZONES}}. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or embed it in 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 and do not retrofit current identity/claims onto archival objects/images.
- A retired mark may appear only naturally in a genuine accurately dated historical item, described as historical context—not as current identity.
- Register authentic current mark provenance and every archival/partner mark’s provenance, rights and interpretive context.

Object, image, caption and rights register

Primary records: {{OBJECT_PROVENANCE_REGISTER}} / {{LOAN_CONDITION_REGISTER}}.

Item ID	Type/title/date	Owner/source/provenance	Rights/licence	Caption/credit	Incoming condition	Mount/case/light restrictions	Return/destination
	Object/image/document/quote						

Do not use generated or manipulated content as historical/documentary evidence. Do not change the factual meaning of archival images.

Accessibility and interpretation

- [] Entry, route, section sequence and exit are understandable without colour or prior Rotary knowledge.
- [] Section summaries and key labels use meaningful headings, plain language and tested type/contrast.
- [] Reading heights, approach/reach, case reflections, seating and pause points are reviewed.
- [] Images/objects have useful captions; digital versions have alt text and longer descriptions where needed.
- [] Audio/video has captions/transcripts and does not autoplay; essential content has non-audio equivalent.
- [] {{ACCESSIBLE_COMPANION}} carries equivalent section summaries, captions, sources and {{FUTURE_ACTION}}.

QR/action block

Item	Entry
Current action	{{FUTURE_ACTION}}
Destination	{{QR_DESTINATION}}
Visible URL/contact	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Placement	Close/exit zone, non-glare, not on object/case seam
Testing	Final material, route, current devices, anonymous access, privacy and expiry

Installation, operations and condition

Install/deinstall plan: {{INSTALL_DEINSTALL_PLAN}} Inspection cadence: {{DAILY_INSPECTION}} Incident route: {{INCIDENT_ROUTE}}

Date/time	Item/panel condition	Mount/case/security	Lighting/environment	Captions/QR	Access/route	Action	Inspector
	A/B/C/D	Pass / Action	Pass / Action	Pass / Action	Pass / Action		

Acceptance checks

- ☐ One thesis connects local history, present impact and future opportunity.
- ☐ Beginning/development/close sequence is intentional and not merely committee/year chronology.
- ☐ Every object/image/document/quotation/result has provenance, rights, caption and condition control.
- ☐ Current branding is separate from archival context; historical marks/images are accurately dated.
- ☐ Official current 763 × 284 effective mark is authentic, padding-aware and proportion-locked.
- ☐ Venue plan, route widths, panel/case dimensions, mounts, lighting, environment and security have competent approval.
- ☐ Section summaries, navigation, reading heights, seating and {{ACCESSIBLE_COMPANION}} pass access review.
- ☐ Full-size proofs test labels, contrast, case glare, sight lines and three-distance hierarchy.
- ☐ QR/visible fallback works and future action is current/proportionate.
- ☐ Incoming/installed/daily/outgoing condition records reconcile for every item.
- ☐ Installation/deinstallation protects people, objects, venue and accessible/emergency routes.
- ☐ Multi-day maintenance, incident, correction, urgent-removal and close-out owners are ready.

Review record

Review domain	Reviewer	Outcome / required change	Date
Curatorial thesis/content			
Brand/historical accuracy			
Provenance, loans and rights			
Accessibility/interpretation			
Venue, environment and security			
Production/installation proof			
Final approval			