

LET PEACE FLY · OPERATIONS

ADAMA KITE FESTIVAL 2026

Festival Operations Manual, Implementation Plan & Master Checklist

One Sky. One Peace. One Humanity. — When Kites Rise, Peace Takes Flight.

FESTIVAL DATE	CITY	FESTIVAL HOURS	LEAD ORGANIZER
Friday, 16 October 2026	Adama, Oromia	9:00 AM – 4:00 PM	Rotary Fellowship of Kites

Status: Working operational plan pending approvals and partner confirmation.

PRINT · TICK · TRACK

00 Festival Readiness Dashboard

___/13

Readiness actions completed. Items begin unchecked because completion has not been verified. Tick each box, record the owner and date, and shade one segment per action completed.

Partnerships & permissions

- [ ] 01 Confirm UNFPA and other partner participation
  Owner ____ · Date ____
- [ ] 02 Approve venue and permissions
  Owner ____ · Date ____
- [ ] 03 Appoint festival director and committee
  Owner ____ · Date ____

Participants & program

- [ ] 04 Confirm schools and 300 participant plan
  Owner ____ · Date ____
- [ ] 05 Appoint peace dialogue facilitators
  Owner ____ · Date ____
- [ ] 06 Confirm volunteers and cultural program
  Owner ____ · Date ____

Logistics & safety

- [ ] 07 Secure 300 kite kits
  Owner ____ · Date ____
- [ ] 08 Approve transport and refreshments
  Owner ____ · Date ____
- [ ] 09 Complete site inspection and safety plan
  Owner ____ · Date ____
- [ ] 10 Appoint safeguarding and first-aid focal persons
  Owner ____ · Date ____

Finance & communications

- [ ] 11 Approve ETB 250,000 budget ceiling
  Owner ____ · Date ____
- [ ] 12 Confirm funds and procurement
  Owner ____ · Date ____
- [ ] 13 Approve branding and media consent
  Owner ____ · Date ____

Key operating facts

DATE **Fri, 16 Oct 2026**	FESTIVAL HOURS **9:00 AM – 4:00 PM**	OPERATIONAL HOURS **7:00 AM – 5:30 PM**	CITY **Adama, Oromia**
TARGET **300 participants**	BUDGET CEILING **ETB 250,000**	LEAD **RFOK**	VERSION **1.0 — 12 Oct 2026**

01 Purpose

This operational manual establishes the practical procedures, responsibilities, timelines, safety controls, communications and checklists required to deliver the Adama Kite Festival 2026.

The festival combines kite flying, peace education, youth empowerment, gender equality, intergenerational dialogue, disability inclusion, cultural expression and environmental stewardship.

Its central objective is to deliver a safe, joyful and inclusive experience while strengthening partnerships among the Rotary family, UNFPA Ethiopia, civil society, educational institutions and Adama communities.

02 Delivery Targets

300	300	200+	50	50%+
registered festival participants	safe, usable kite kits (up to)	participant-decorated peace kites	youth volunteers & peace ambassadors	girls and women participation target

- [ ] 300 registered festival participants.
- [ ] Up to 300 safe, usable kite kits.
- [ ] At least 200 participant-decorated peace kites.
- [ ] 50 youth volunteers and peace ambassadors, subject to recruitment.
- [ ] Four facilitated Beqolo Peace Dialogue groups.
- [ ] One collective Adama Youth Peace Pledge.
- [ ] A participation target of at least 50% girls and women.
- [ ] Appropriate arrangements for participants with disabilities.
- [ ] One cultural program and one environmental responsibility activity.
- [ ] One documented event report and financial reconciliation.

Success standard: Every participant leaves safely, with a positive experience, while the organizers account for the program, materials, finances and agreed results.

03 Organizing Structure

3.1 Proposed prime partners

ORGANIZATION	OPERATIONAL ROLE
Rotary Fellowship of Kites (RFOK)	Lead organizer; responsible for festival design, kite-making and kite-flight activities, coordination and overall technical delivery.

ORGANIZATION	OPERATIONAL ROLE
United Nations Population Fund (UNFPA Ethiopia)	Proposed prime strategic partner supporting meaningful youth participation, gender equality, adolescent empowerment and safeguarding guidance, subject to agreement.
Timret Lehiwot Ethiopia (TLH)	Proposed lead implementing and administrative organization; responsible for logistics, procurement, finance, documentation and safeguarding coordination.
Selamawi – Rotary Ethiopia Peace Center	Proposed peace education and dialogue lead.
Life & Peace Institute	Proposed technical peacebuilding and facilitation partner.
Rotaract Ethiopia Peace Campaign	Proposed youth mobilization and volunteer coordination partner.
Rotary Club of Addis Ababa Central Mella	Proposed Rotary service, fellowship and resource-mobilization partner.

3.2 Supporting partner network

Invitations and task-specific coordination may involve:

- [ ] Rotary Fellowship of Urban Gardening (RFUG)
- [ ] Rotary Fellowship of Badminton (RFOB)
- [ ] Rotary Satellite Club of Selam
- [ ] Rotaract Clubs of Alle, Wodiyamado and Debbo
- [ ] Green Rotaract Concept
- [ ] Ethiopia Reads
- [ ] Desta Foundation
- [ ] Reach Another Foundation
- [ ] Luminos Fund
- [ ] Mella Solutions
- [ ] OwlEvents
- [ ] Tebita Ambulance
- [ ] Adama-based schools, youth groups, disability organizations and city institutions

Important: No role, donation, sponsorship or formal affiliation should be publicly represented as confirmed without the organization's approval.

04 Festival Management Committee

The committee will be chaired by an appointed Festival Director and supported by functional team leads.

POSITION	RESPONSIBILITY	ASSIGNED PERSON	PHONE
Festival Director	Overall coordination and final operational decisions		
Deputy Director / Adama Liaison	Local arrangements, permits and liaison		
UNFPA Liaison	Youth and gender programming, partner coordination		
Administration & Finance Lead	Budget, purchasing, payments and records		
Kite Operations Lead	Kite kits, workshop and safe flying zones		
Peace Program Lead	Dialogues, youth pledge and facilitators		
Volunteer Coordinator	Recruitment, training, shifts and attendance		
Logistics Coordinator	Venue, vehicles, equipment, refreshments		
Safeguarding Focal Person	Child protection and confidential reporting		
Safety / Medical Lead	First aid, emergency response, weather checks		
Communications Lead	Invitations, consent, photography and branding		
Monitoring & Reporting Lead	Attendance, indicators and final reporting		

The Festival Director is accountable for overall readiness, but **technical leads retain the authority to stop unsafe activities** within their assigned areas.

FOUR PREPARATION DAYS · ONE DELIVERY DAY · FOUR CLOSEOUT DAYS

05 Critical Implementation Timeline

MON	TUE	WED	THU	FRI	SAT–TUE
12 Oct	13 Oct	14 Oct	15 Oct	16 Oct	17–20 Oct
Governance & Approvals	Mobilization & Procurement	Program Readiness	Final Readiness	Festival Execution	Closeout

MON · 12 Oct Governance & Approvals

- [ ] Hold an emergency organizing committee meeting.
- [ ] Approve the festival scope, date and operating model.
- [ ] Identify and appoint the Festival Director and team leads.
- [ ] Contact UNFPA Ethiopia and all proposed prime partners.
- [ ] Confirm whether organizations can participate and in what capacity.
- [ ] Identify the Adama local focal person.
- [ ] Shortlist a safe festival venue.
- [ ] Start city authorization and school coordination.
- [ ] Confirm available funding and the minimum deliverable budget.
- [ ] Open a centralized task tracker.

TUE · 13 Oct Mobilization & Procurement

- [ ] Confirm venue availability and any required permits.
- [ ] Conduct or arrange a technical site inspection.
- [ ] Confirm local schools and participant allocations.
- [ ] Obtain vendor quotations and initiate authorized procurement.
- [ ] Confirm kite kit suppliers and quantities.
- [ ] Assign safeguarding and medical focal persons.
- [ ] Recruit and assign volunteers.
- [ ] Confirm transport arrangements and local accommodation, if needed.
- [ ] Contact local accessibility and inclusion representatives.
- [ ] Prepare invitation and communication materials.

WED · 14 Oct Program Readiness

- [ ] Confirm participating facilitators and presenters.
- [ ] Finalize the Beqolo Peace Dialogue questions.
- [ ] Confirm the youth leadership and girls' participation session.
- [ ] Complete kite kit preparation.
- [ ] Prepare registration forms, attendance sheets and ID badges.
- [ ] Confirm catering and water supply.
- [ ] Confirm sound equipment, shade, toilets and handwashing facilities.
- [ ] Finalize a written emergency and safeguarding response plan.
- [ ] Obtain approval for all partner logos and statements.
- [ ] Review forecast, transport and local security information.

THU · 15 Oct Final Readiness

- [ ] Hold the final operational briefing.
- [ ] Check and pack all festival supplies.
- [ ] Test kite materials and ensure strings are safe.
- [ ] Reconfirm school participation and guardian arrangements.
- [ ] Confirm every vehicle, driver, departure time and passenger list.
- [ ] Issue roles and contact information to volunteers.
- [ ] Complete the final venue and weather risk assessment.
- [ ] Confirm emergency contacts and referral arrangements.
- [ ] Verify all essential funds and vendor payments.
- [ ] **Make the written go/no-go decision.**
- [ ] Distribute the final run-of-show to relevant personnel.

FRI · 16 Oct Festival Execution

- [ ] Open the venue for the operations team.
- [ ] Complete the site safety inspection.
- [ ] Brief volunteers, facilitators and security personnel.
- [ ] Establish registration and child supervision procedures.
- [ ] Deliver all approved festival activities.
- [ ] Record attendance and incident information.
- [ ] Complete equipment retrieval and venue cleanup.
- [ ] Account for children and supervised groups before departure.
- [ ] Conduct an immediate team debrief.

SAT–TUE · 17–20 Oct Closeout

- [ ] Reconcile financial advances and collect receipts.
- [ ] Complete incident and safeguarding follow-up, if required.
- [ ] Collect attendance and facilitator reports.
- [ ] Obtain participant feedback.
- [ ] Prepare approved media content and partner acknowledgments.
- [ ] Complete the operational and financial report.
- [ ] Convene the partner learning review.
- [ ] Record recommendations for the next festival.

06 Venue Selection Checklist

> The venue must be confirmed **before** school invitations and material deployment.

- [ ] Exact address and access instructions verified.
- [ ] Venue owner's consent obtained.
- [ ] Relevant government permissions obtained.
- [ ] Sufficient open space for the planned participant numbers.
- [ ] Safe distance from overhead power lines and electrical equipment.
- [ ] No conflict with roads, railways or aviation-sensitive areas.
- [ ] No dangerous holes, exposed wire, sharp objects or open drains.
- [ ] Accessible paths and safe entry and exit points.
- [ ] Adequate toilets, including appropriate access arrangements.
- [ ] Drinking water and handwashing facilities.
- [ ] Shade or covered rest area.
- [ ] First-aid and private safeguarding space.
- [ ] Emergency vehicle access.
- [ ] Clearly marked kite flying area.
- [ ] Clearly marked child-friendly creative activity area.
- [ ] Safe waiting and pickup points.
- [ ] Waste collection facilities.
- [ ] Weather-related evacuation or shelter arrangements.
- [ ] Site map produced and shared.

07 Site Zoning Plan

Use a designated layout with at least the following activity zones.



Illustrative layout only — redraw to the confirmed venue and mark exits, toilets, water points and team leaders.

A — Zone A — Welcome & Registration

Check-in, attendance, school and group identification, parent or guardian liaison, help desk.

B — Zone B — Kite Workshop

Supervised kite assembly, painting, decoration and material distribution.

C — Zone C — Main Flying Field

Controlled kite-flying area with safe spacing and a dedicated marshal.

D — Zone D — Peace Dialogue Circle

Relatively quiet area for small-group discussion.

E — Zone E — Youth & Gender Equality

Inclusive, supervised and age-appropriate participation space.

F — Zone F — Stage & Cultural Area

Opening, music, performances and closing.

G — Zone G — First Aid & Safeguarding

Accessible and discreet assistance, staffed by designated personnel.

H — Zone H — Refreshments & Rest

Drinking water, food distribution, shade and seating.

I — Zone I — Materials & Storage

Controlled access for equipment, stock and supplies.

J — Zone J — Waste Collection

Clearly identified points for rubbish, reusable materials and end-of-event cleanup.

A simplified venue map must indicate exits, emergency access, toilets, drinking water and responsible team leaders.

08 Materials and Supplies Checklist

Kite program

- [ ] 300 kite kits or adjusted quantity aligned with confirmed participation.
- [ ] Safe kite line and handles.
- [ ] Spare string, tape and repair supplies.
- [ ] Nonhazardous coloring materials.
- [ ] Markers and writing materials for peace messages.
- [ ] Decorating tables or work surfaces.
- [ ] Materials for safely collecting and storing completed kites.
- [ ] A process for collecting detached kite materials.

Administration

- [ ] Registration and attendance sheets.
- [ ] Guardian permissions and media-consent documentation where required.
- [ ] Volunteer attendance forms.
- [ ] Name tags and role identification.
- [ ] Clipboards, pens and folders.
- [ ] Printed event agenda.
- [ ] Emergency contact directory.
- [ ] Incident reporting forms.

Venue & production

- [ ] Public address system and microphones.
- [ ] Adequate shade and seating.
- [ ] Signage and directional markers.
- [ ] Approved festival banners and partner recognition.
- [ ] Tables for registration, first aid and activities.
- [ ] Drinking water and food distribution equipment.
- [ ] Waste bags and collection bins.
- [ ] Safe power source, cables and cable covers if required.

Safety

- [ ] First-aid kit.
- [ ] Medical lead and emergency referral contact confirmed.
- [ ] Drinking water and access to shade.
- [ ] Clear emergency vehicle route.
- [ ] Child supervision and reunification process.
- [ ] Weather assessment and activity shutdown procedure.
- [ ] Designated safeguarding contact.
- [ ] Safety briefing script.

09 Participant Registration and Group Management

All registered participants should be included on controlled attendance lists. For participating schools, authorized teachers should provide verified group lists and emergency contacts according to applicable privacy and consent arrangements.

On arrival, groups will be checked in together. Each school or participant group will have an assigned teacher, supervisor or designated responsible adult.

Three attendance checkpoints
1 · At arrival
2 · Before any movement between designated activity zones requiring supervision
3 · At departure

Never release a child to an unknown or unauthorized person. Any missing-child concern must be escalated immediately according to the event response plan.

Registration data should be limited to information necessary for event safety and reporting.

TARGET: 50 VOLUNTEERS, SUBJECT TO RECRUITMENT

10 Volunteer Deployment

Indicative allocation:

FUNCTION	VOLUNTEERS
Registration and welcome	6
Kite workshops	10
Flying-field marshals	10
Dialogue and youth activities	6
Accessibility and participant support	4
Refreshments and water distribution	4
Logistics and equipment	4
Environmental cleanup	3
Communications and documentation support	3
Total	**50**

Safeguarding and medical functions must be assigned to appropriately trained designated personnel, not treated as generic volunteer duties. Schoolteachers and responsible adults are additional to the volunteer complement where available.

Every volunteer briefing must cover

- [ ] Their role and reporting line
- [ ] Inclusion and respectful behavior
- [ ] Child safeguarding
- [ ] Safe kite handling
- [ ] Emergency procedures

FRIDAY, 16 OCTOBER 2026

11 Day-of-Event Run-of-Show

TIME	OPERATIONAL ACTIVITY	TRACK	LEAD
7:00 AM	Operations team arrival, site access and unloading	OPERATIONS	
7:15 AM	Site inspection, weather and safety checks	OPERATIONS	
7:30 AM	Setup of activity zones and equipment	OPERATIONS	
8:00 AM	Volunteers and facilitator briefing	OPERATIONS	
8:30 AM	Final readiness check and school arrival coordination	OPERATIONS	
9:00 AM	Registration, welcome and kite distribution	FESTIVAL PROGRAM	
9:30 AM	Opening ceremony and approved partner messages	FESTIVAL PROGRAM	
10:00 AM	Kite-making, decoration and peace art	FESTIVAL PROGRAM	
10:45 AM	Beqolo Peace Dialogue	FESTIVAL PROGRAM	
11:30 AM	Her Voice, Her Sky and inclusive youth activities	FESTIVAL PROGRAM	
12:15 PM	Lunch and fellowship	BREAK	
1:00 PM	Grand Peace Kite Flight	CENTERPIECE	
2:00 PM	Music, arts and youth peace messages	FESTIVAL PROGRAM	
2:45 PM	Green Peace activity	FESTIVAL PROGRAM	
3:15 PM	Adama Youth Peace Pledge	FESTIVAL PROGRAM	
3:45 PM	Appreciation and closing	FESTIVAL PROGRAM	
4:00 PM	Supervised departures	OPERATIONS	
4:30 PM	Equipment collection and site cleanup	OPERATIONS	
5:00 PM	Final equipment and financial handover	OPERATIONS	
5:15 PM	Core team debrief	OPERATIONS	
5:30 PM	Planned site handback	OPERATIONS	

Activities may be modified by the Festival Director or relevant safety lead in response to conditions.

12 Peace Program Delivery

Beqolo Peace Dialogue

Facilitators will lead short, structured discussions around the questions:

1. **What does peace mean to you?**
2. **What makes children and young people feel safe, respected and included?**
3. **How can disagreements be resolved without violence?**
4. **What can girls and boys do together to build a peaceful community?**
5. **What one act of peace can we each practice after today?**

Discussion groups must remain age-appropriate, nonpartisan and voluntary.

Her Voice, Her Sky

A dedicated component will encourage adolescent girls and young women to participate as speakers, creators, facilitators and peace ambassadors. The activity will emphasize dignity, meaningful participation, leadership, respect and equal opportunity.

> No participant should be pressured to disclose private experiences or speak publicly about violence.

Adama Youth Peace Pledge

The closing ceremony will invite youth representatives to present a short pledge developed from the day's activities.

SUGGESTED WORDING

We, the children and young people gathered in Adama, commit ourselves to respect one another, reject violence, protect dignity, celebrate our differences, care for our environment and carry the spirit of peace into our homes, schools and communities.

13 Safeguarding and Emergency Procedures

Child protection

- [ ] Name the designated safeguarding focal person.
- [ ] Confirm available local child-protection referral contacts.
- [ ] Verify supervision and guardian authorization arrangements.
- [ ] Brief all volunteers on prohibited conduct.
- [ ] Establish a confidential reporting channel.
- [ ] Provide safe, accessible reporting information.
- [ ] Agree on missing-child and reunification procedures.
- [ ] Securely control any sensitive records.
- [ ] Obtain appropriate photo and video consent.

Emergency response

- [ ] Confirm the nearest appropriate medical facility.
- [ ] Confirm emergency transport arrangements.
- [ ] Assign the medical decision-making lead.
- [ ] Mark first-aid and assembly points.
- [ ] Establish weather stop/go criteria.
- [ ] Brief all functional leads on evacuation.
- [ ] Keep emergency exits and vehicle access clear.
- [ ] Test team communication arrangements.

Operational rule: Any team member may immediately alert the safety lead to a hazard. The activity must stop when there is an imminent threat to participants.

Escalation sequence

1. Make the immediate area safe.
2. Alert the medical, safeguarding or safety focal person as appropriate.
3. Contact appropriate emergency services when necessary.
4. Inform the Festival Director.
5. Contact the child's responsible adult or guardian through the approved process where applicable.
6. Record essential facts confidentially.
7. Follow up through the appropriate formal referral mechanism.

Public announcements and media statements about incidents must not disclose personal or sensitive information.

Emergency contact directory

ROLE	NAME	PHONE
Festival Director		
Safety / Medical Lead		
Safeguarding Focal Person		
Nearest medical facility		
Emergency transport / ambulance		
Local police / security liaison		
Venue representative		

14 Communication and Branding

Public-facing identity
Adama Kite Festival 2026 — One Sky. One Peace. One Humanity.

Approved communication channels
Those confirmed by the organizers and authorized partner representatives.

- [ ] Confirm accurate event date, location and participation details.
- [ ] Verify every public partner designation.
- [ ] Obtain permission before using UNFPA or Rotary branding.
- [ ] Prepare invitations in relevant languages.
- [ ] Share practical information with schools and families.
- [ ] Provide emergency contact information to team leads.
- [ ] Assign one spokesperson for official event updates.
- [ ] Brief photographers on consent and child safeguarding.
- [ ] Obtain approval before publishing identifiable children.
- [ ] Review event content for dignity and non-stigmatizing representation.

SUGGESTED ANNOUNCEMENT

On Friday, 16 October 2026, Adama City will welcome a colorful celebration of peace, unity and friendship through the Adama Kite Festival. Led by the Rotary Fellowship of Kites, the initiative invites children, young people, families and peacebuilding partners to share one sky and one message: peace begins with us.

Do not announce that UNFPA or another organization has formally endorsed or funded the festival until authorization is obtained.

PROPOSED MAXIMUM BUDGET: ETB 250,000

15 Financial Management

CATEGORY	ETB	SPENT
Kite materials and workshops	45,000	
Meals, refreshments and water	35,000	
Transport and logistics	30,000	
Sound, culture and facilitation	30,000	
Venue, shade and furniture	25,000	
Contingency	25,000	
Printing and communication	20,000	
Accessibility and inclusion	15,000	
Medical, safeguarding and sanitation	15,000	
Documentation and reporting	10,000	
Total	**250,000**	

Expenditure requires approval under TLH's applicable procurement and finance rules or those of another formally appointed fiscal host.

Finance controls

- [ ] Confirm the accountable fiscal host.
- [ ] Approve the budget and payment authorizations.
- [ ] Obtain quotations under the applicable procurement policy.
- [ ] Record vendors, prices and delivery conditions.
- [ ] Keep receipts, invoices and payment confirmations.
- [ ] Record cash advances and their retirement.
- [ ] Separate in-kind contributions from cash expenditures.
- [ ] Document any use of contingency.
- [ ] Return or account for unused funds.
- [ ] Prepare the final expenditure statement.

READINESS REVIEW NO LATER THAN THURSDAY, 15 OCTOBER

16 Go / No-Go Decision

The Festival Director will convene a readiness review no later than Thursday, 15 October, with safeguarding, safety, logistics, finance and local coordination leads.

The festival may proceed only when:

- ☐ A suitable venue is authorized and inspected.
- ☐ Essential financing and material supplies are secured.
- ☐ Participant supervision and safeguarding are operational.
- ☐ Weather and kite-flight conditions can be managed safely.
- ☐ First aid and emergency access are confirmed.
- ☐ Key program and logistical roles are staffed.
- ☐ Transport and departure arrangements are verified.
- ☐ Public communications accurately reflect confirmed partners.

☐ GO ☐ CONDITIONAL GO ☐ NO-GO

OUTSTANDING CONDITIONS

DECISION AUTHORITY

DECISION DATE AND TIME

SAFETY LEAD CONCURRENCE

A conditional decision must specify the outstanding actions, accountable owners and deadlines. **No unsafe activity may proceed solely because publicity, purchases or travel arrangements have already occurred.**

17 Final Event Closeout Checklist

People

- [ ] All participant groups accounted for and safely departed.
- [ ] All volunteers signed out.
- [ ] Any incidents referred and documented confidentially.
- [ ] Partner and local authority follow-up needs recorded.

Equipment & venue

- [ ] All reusable kite materials collected.
- [ ] Sound system and electrical equipment packed safely.
- [ ] Borrowed items checked against inventory.
- [ ] Waste collected and venue cleaned.
- [ ] Venue handed back to authorized representative.

Financial administration

- [ ] Vendor delivery confirmed.
- [ ] Outstanding invoices identified.
- [ ] Cash advances recorded.
- [ ] Receipts and contribution records secured.
- [ ] Reconciliation responsibilities assigned.

Reporting

- [ ] Attendance totals validated.
- [ ] Youth and gender participation data summarized appropriately.
- [ ] Facilitator observations submitted.
- [ ] Selected consent-cleared photographs catalogued.
- [ ] Partner acknowledgments approved.
- [ ] Event and financial reports drafted.
- [ ] Lessons learned and next actions recorded.

18 Document Approval and Sign-Off

Festival Director
Name · Signature · Date

RFOK Representative
Name · Signature · Date

TLH Authorized Representative
Name · Signature · Date

Adama Local Coordinator
Name · Signature · Date

Safeguarding Lead
Name · Signature · Date

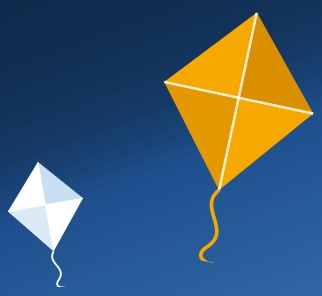
Medical / Safety Lead
Name · Signature · Date

Finance Lead
Name · Signature · Date

Partner representatives should sign only when authorized to commit their respective organizations.

FINAL FESTIVAL OPERATING PRINCIPLE

People before program.
Safety before spectacle.
Inclusion before publicity.
Peace in every action.



ONE SKY. ONE PEACE. ONE HUMANITY.
WE FLY FOR PEACE. WE RISE TOGETHER.

Final operational decision

The most urgent priority is to confirm the venue, local permissions, safeguarding arrangements, partner commitments and essential funding before mobilizing children and schools. The checklist above is designed for the four-day preparation window, with Friday reserved for safe delivery.

The operational plan treats UNFPA Ethiopia as a proposed prime strategic partner, with a dedicated liaison and youth empowerment responsibilities, while preserving the requirement for formal confirmation of its role, branding and contribution.

Rotary | Rotary Fellowship of Kites