

University Festival Group Event

Application

Booklet 2023 (OIC ver.)

Time and Date

Dec. 3rd (Sun.) 2023 11:00~18:00

Place

Ritsumeikan Univ. Osaka Ibaraki Campus (OIC)

Application Period

【1st application】 Jul. 10th (Mon.) 14:00~Aug. 14th 23:59

【2nd application】 Aug. 15th (Tue.) 14:00~Sep. 4th (Mon.) 23:59

*For those who wish to join the event held at the Sora no Plaza,
please check the Stage Event Application Booklet.

~Contact Information~

Mail: info@r-circle.net

*When contacting us, please put “University Festival OIC Group Event 2023”
as the subject.

Publisher: Ritsumeikan Univ. Student Union Central Administration
University-wide Events Department

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About the Group Event

The group event has the following two objectives.

- ① To have groups present the results of their daily activities to a large audience, both on and off campus.
- ② To have as many visitors as possible enjoy the school festival through the group event.

We are looking for groups that can achieve these two objectives.

■ Groups that can apply for the group event

- Affiliated Organization of the RU Student Union (Except for University Festival Executive Committee, Central Administrative Office)
- Other groups such as seminars, labs, and project groups in which Ritsumeikan University undergraduates play a leading role.

※The organizations above must meet the following criteria.

- ①The majority of the members must be undergraduate students of Ritsumeikan University.
- ②The leader, sub-leader, and accountant must be undergraduate students of Ritsumeikan University.

In addition, a group event is defined as a project submitted by a group to the University Festival Executive Committee, and a group event must meet the following requirements.

- An event that uses Ritsumeikan University's facilities and equipment during the festival.

An event that directly presents the results of the group's daily activities to visitors.

■ **Groups/Events that cannot apply for the group event**

- Events that may cause danger to the human body, etc.
- Events that cause damage to university facilities or equipment.
- Events with discriminatory expressions or acts of discrimination
- Other events that are deemed inappropriate by the University Festival Executive Committee or the University-wide Events Department.
- Groups with a purpose of profit-making (*The criteria for determining that a project is not for profit is that it is not expected to generate a profit from its budget).
- Organizations that engage in antisocial activities (illegal activities, activities that deviate from social norms)
- Organizations that promote or solicit religious or political ideas
- Organizations that do not have a designated leader, sub-leader, or accountant.

About Application

■ Application Period

1st application: Jul. 10 (Mon.) 14:00~Aug. 14 (Mon.)23:59

2nd application: Aug. 15 (Tue.) 14:00~Sep. 4 (Mon.)23:59

■ Apply via: the RU Student Union Official website

Please note that no applications will be accepted outside of the application period. Please check the submitted documents before submission to ensure that they are complete.

※If you would like to conduct your project at Kinugasa or BKC, please refer to the application booklet for each campus.

※For groups wishing to use the stage, please check the application booklet for stage events before applying for the stage event.

Flow up to the event

① Prepare documents for submission

Download all the documents for submission on the RU Student Union official website.

Please check the "List of Documents to be Submitted" (p. 45) and prepare the documents to be submitted to the University-wide Events Department.

② Application

1st application: Jul. 10 (Mon.) 14:00~Aug. 14 (Mon.)23:59

2nd application: Aug. 15 (Tue.) 14:00~Sep. 4 (Mon.)23:59

Please submit the completed documents to the Google forms posted on the RU Student Union official website.

③ Meeting with the University-wide Events Department

The meeting is conducted to discuss the content, location, equipment to be used, and budget for the event. Meetings will be held twice per group, as it is necessary to confirm any changes in the content of the event and to notify and communicate requests from the University-wide Events Department.

☆Meeting Date and Time

•1st meeting

1st session :Aug. 22 (Tue.)~Aug. 24 (Thu.) Each day 10:00~19:00

2nd session :Aug 29 (Tue.)~Aug 31 (Thu.) Each day 10:00~19:00

If the above dates are not convenient for you, we have a backup date of Friday, August 25 for the first session and Friday, September 1 for the second session.

•2nd meeting

1st session: Sep 8 (Fri.) ~Sep 10 (Sun.) Each day10:00~19:00

2nd session: Sep 15 (Fri.) ~Sep 17 (Sun.) Each day10:00~19:00

If the above dates are not convenient for you, we will have a backup date on Monday, September 11 for the first session and Monday, September 18 for the second session.

*The first and second meetings are scheduled to last approximately 20–30 minutes.

*The preferred date and time of the hearing must be answered within the Google Form at the time of acceptance.

*If you wish to use a reserve date, please indicate so in the Individual Matters section of the Google Form at the time of acceptance.

*If you are not available on the backup date, we will accommodate you on another date, so please indicate your preferred date in the “Individual Matters” field of the Google Form at the time of registration.

☆ Meetings Attendees

Two persons: the leader and accountant (substitutes are accepted)

※If your budget is 0 yen, the accountant is not required.

※If the leader and accountant are unable to attend the hearing, a substitute who fully understands the content of the event may attend instead. Alternatively, we can arrange meetings on a separate day,

※If you wish to have a substitute attend on your behalf, please notify us by e-mail at least one day in advance. Please also provide the email address of the substitute attendee.

☆ Meeting Process

Meetings will be conducted via **Zoom**.

Zoom IDs and passwords will be emailed to the leader and accountant by the day before the meeting.

*If you are unable to enter Zoom at the time of the meeting, or if there is a problem with Zoom, please contact the University-wide Events Department.

*If you plan to plan at more than one campus→The format of the meeting will differ for each campus. Please check the application booklet for each campus for details.

④ Approval of the event

Approval by the University Festival Executive Committee is required for conducting the event.

Failure to obtain approval may prompt changes in the content of the event. After your event is approved by the Executive Committee, you will be able to purchase goods and advertise your event.

*After the approval of the event, no changes to the content of the event, budget, or cancellation of the event will be allowed.

*For budget assistance, this will only apply to items purchased after the event has been approved. Please do not start purchasing until you receive an email that your event has been approved.

⑤ Announcement of facilities and equipment available for each event

Once the facilities and equipment available for each event are determined, we will contact the leader.

*The University-wide Events Department will reserve the facilities and equipment, so there is no need to apply for them on your own.

⑥ Orientation

In order to ensure that the planning proceeds smoothly, we will provide an orientation on the detailed flow of the day's events, precautions, prohibited items, and budget matters.

Since this is an important orientation just before the festival, it will be held in person.

Date and Time : Nov. 2 (Thu.) , 3 (Fri.) 18:00~20:00

(We will contact you beforehand to let you know which date you will attend.)

Location : AS251

Attendees: Event leader, accountant

(If it is not possible for you to attend, a substitute who fully understands the event may attend.)

*If you wish to have a substitute attend, please let us know by e-mail at least one day prior to the orientation.

※If you and your substitute are both unable to attend the orientation due to unavoidable circumstances, you will be asked to meet individually at a later date in the Student Lounge on the 3rd floor of Building A. In such a case, please inform us of your absence and the date and time you wish to meet individually by e-mail the day before the orientation.

⑦ The day of the event

On the day of the university festival, please actually carry out the event. Do your best to attract many visitors. Please do not commit any of the following violations.

【Violations】

<Actions that will result in cancellation or suspension in the event of excessive violations>

- Actions that are different from what was confirmed in the proposal or at the meeting.
- Actions that may result in damage to university's property or destruction of facilities.
- Actions that may cause inconvenience to other groups or visitors.

<Actions that are considered serious violations and will result in the cancellation or suspension if discovered.>

- Serious damage to property or destruction of facilities
- Actions that cause serious damage to other groups or visitors, such as violent acts.
- Actions that violate laws and regulations
- Other acts that are deemed inappropriate by the University Festival Executive Committee or the University-wEvents Department

How to fill out documents

This document is to tell the University-wide Events Department what kind of event each group will be conducting. Please be as specific as possible in your proposal.

① Proposal (Word Format)

Official name of the group	Please enter the official name of the organization. Please make sure to fill in all details correctly, such as whether or not "Ritsumeikan University" should be added, and whether or not the alphabet is capitalized.
Group category	Please put a check in the category your group belongs to.
Information of the leaders	Leaders, sub-leaders and the accountant must be undergraduates of Ritsumeikan University. The accountant may not be assigned to other leaders at the same time. Please enter the email address that you use most frequently, as notifications will be sent to the email addresses of the leader, sub-leader, and accountant.
Event Name	Please name the event according to the content of the project.
Intention of the event	Please describe in detail why you are doing this event and how you would like visitors to feel through the event.
Target number of visitors	Please indicate how many visitors you would like to have participate in the event.
Type of event	Please check all that apply.
Content of the event	Please describe the details of the event in as much detail as possible. If you have a timetable, please provide details as well. If you will be performing, please include the title of the songs. If you perform anything that deviates significantly from what we have confirmed at the meeting, your event may be cancelled.
Layout Diagram	Please use diagrams or hand-drawn illustrations to show the positions of the members and participants, and how equipment, etc., will be arranged during the event. You may assume that this is your first choice of facility. Please also

	Please indicate the number of people who will be stationed at the facility.
Schedule for preparation up to and the day of the event	Please describe the details of the schedule for preparation(from preparation to take-down) up to and the day of the event. Please check P.13 for the available hours for each facility when filling this part out.
Income from the project	Please indicate if there is cash income. If yes, please specify the price and number of people you will be selling to. Enter the amount of income you expect to receive, assuming that you will be able to sell to all the people you have indicated. Please make sure that the estimated amount of income does not exceed the amount of expenses you will make for the project. (This is because we do not accept projects that generate profit.)
Fundraising	Please select whether or not there will be fundraising. If you select "Yes," please complete the "Fundraising Form".
Corporate Sponsorship	Please select whether or not there is corporate sponsorship. If you select "Yes," please also complete the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Pledge Form.
Means of Advertising	Please indicate how you will advertise the event prior to and on the day of the event. (ex. Posters on the Student Union bulletin board, on Twitter, Instagram, etc.)
Handling of Personal Information	Please read the "Terms and Conditions Regarding Personal Information" on pages 39-40 and either accept or reject.
Pledge Form	Please read carefully and fill in the required information.
Preferred location	Please fill in your first to third choices.
Waiting room	Please fill in this form only if you wish to use the waiting room.
Equipment use	Please select whether or not you will be using the university's equipment, and if so, please indicate which equipment you would like to use.
Cart and Stepladder	Please fill this out if you wish to use carts/stepladders
Electricity Usage	Please fill this out if you wish to use electricity.

Vehicle Entry Request Form	Please fill this out if you wish to enter the campus with a vehicle.
Vehicle Entry Request Form	Please fill this out if you wish to enter the campus with a vehicle.
Corporate Sponsorship Application Form	Please fill this out if you wish to receive corporate sponsorship.
Corporate Sponsorship Pledge	Please fill this out if you wish to receive corporate sponsorship.

② Event member list (Excel File)

Please fill in the information of all members involved in the event.

③ Budget Estimate Worksheet (Excel File)

Please enter “Item” “Items to be Purchased” “Unit Price” “Quantity”, and “Estimated Total”.

Enter the “Item” based on the “RU Student Union Fee Withdrawable Items List” on P.29.

For the “Unit Price”, enter the price including taxes.

After entering all items, calculate the total estimated amount and enter it in the “Total” column.

④ RU University Festival 2023 Pamphlet Information Form 2023 (Word)

We will ask you to provide the following information.

The following information will be published in the ④ RU University Festival 2023 Pamphlet etc.

- Name of the group
- Theme/Name of the event (within 10 words)
- Outline of the event (within 50 words)
- Time
- Photo

About the event location and equipment

Many events will be conducted on the day of the festival. Therefore, there may be multiple groups that wish to use the same location/equipment simultaneously.

In order to prevent trouble, and to run the events smoothly, the University-wide Events Department will adjust the location and equipment used on the day before and of the festival.

1. Flow up to the announcement of the event location and available equipment

① Application

We will adjust the event location and equipment based on the submitted documents. Please make sure to check whether the facility you wish to use has the equipment you want (e.g., tables, chairs, whiteboards) before filling in the location and number of equipment you wish to use.

② Meeting

We will confirm the details of the event, and preferred event location and equipment.

③ Confirmation of the event location

If multiple groups request the same location, we will decide by lottery. However, we may assign a different location based on the conditions and meeting.

※The university/University-wide Events Department may ask you to change the event location/equipment due to events conducted by the university or classes. Please understand this in advance.

2. About the event location and waiting room

① Locations available for the Group Event

Classrooms in Building A(Only on the AS, AC side on the 2F and 3F)、Building B Conference Hall、Building B Grand Hall Building D Student Club Room、Wakebayashi International Plaza

※In principle, the events will be conducted indoors at OIC.

※If you wish to use the stage, please check the stage event application booklet and apply.

② About the available time for each facility

※The available time for the waiting room is the same as the facilities.

	9~10AM	10~11AM	11AM~6PM	6~7PM
Building A Classrooms	Available for preparation	Available for preparation	Available for preparation, event, take-down	Available for take-down
Building D Student Club Room	Available for preparation	Available for preparation	Available for preparation, event, take-down	Available for take-down
Building B Grand Hall/Conference Hall	Available for preparation	Available for preparation	Available for preparation, event, take-down	Available for take-down
Wakebayashi Int. Plaza	X	Available for preparation	Available for preparation, event, take-down	Available for take-down

※Please fill in the accurate time including preparation and event time in your proposal.

※If you wish to prepare the day before or during hours outside of the hours in the table above, please indicate that in your proposal and the reason in the remarks column. We may not be able to fulfill your request, but we will refer to this information when deciding the event location or meeting.

③ Notes

Please check the Campus Map (<http://www.ritsumei.ac.jp/campusmap/>) or floor guide (<http://www.ritsumei.ac.jp/file.jsp?id=229844&f=.pdf>) when choosing the event location or waiting room.

Please clean the venue/waiting room after the event and make sure there is no trash. The classrooms used in the group events are likely to be used in regular classes so please make sure to put everything back in place (tables, chairs, other devices, etc.).

Groups will be fully responsible for any damage to facilities and equipment. **We will not take any responsibility**, please understand this in advance.

Please keep your valuables with you, and pay attention to them. **We are not responsible for any loss or theft of valuables**, please understand this in advance.

④ Prohibited Matters

If you violate the following prohibitions, you will face strict penalties, including cancellation of the event and severe disciplinary action from the University Festival

Executive Committee and the university. Additionally, if violations are discovered after the event, you will still be subject to disciplinary action.

- Damaging indoor areas such as paint, walls, ceilings, or causing flooding inside.
- Use of open flames
- Use of adhesive tapes, such as duct tape, that leave marks on walls, glass, doors, ceilings, etc.

(If tape is necessary, please use protective tape or masking tape. Any other types of tape are prohibited.)

*Regarding the use of protective tape and masking tape in the Wakebayashi International Plaza, we will provide further instructions during the meeting.

- Damaging desks, chairs, or other provided equipment, as well as unauthorized removal of such items.
- Consuming food or beverages unrelated to the event or without permission.
- Unauthorized use of electrical power (including charging mobile phones).
- Unauthorized use of facilities.
- Changing the scheduled event time, facility usage time, or event location.
- Engaging in activities unrelated to the event.
- Producing excessive noise beyond the specified limits.
- Any other activities deemed dangerous by the University-wide Events Department.

3. About Equipment

① Available Equipment

- Equipment available for use in Building A, B, D, and G (shared equipment)

※Please note that not all equipment can be used as it also includes equipment currently in use on campus.

※If there are any equipment items that are not clear from the names alone, please inquire during the first meeting.

No.	Item	Quantity	Rental Location	Notes
1	Information Board (Small)	29	BuildingA 1F Info Counter Storage Area	
2	Information Board (Large)	21	BuildingA 1F Info Counter Storage Area	
3	A3 size Information Stand	30	BuildingA 1F Info Counter Storage Area	Can be used both vertically and horizontally. If not specified use vertically.
4	Outdoor Information Stand	29	BuildingA 1F Info Counter Storage Area	(Number of weights 20) Must apply for No.65 Tent Weights
5	A1 Size Type A Signboard	10	BuildingA 1F Info Counter Storage Area	
6	Partition (Medium) - Width 82.5cm × Height 174cm	20	BuildingC Dedicated EV Hall in front of 1F Seminar House	
7	Partition (Large) - Width 112.5cm × Height 174cm	20	BuildingC Dedicated EV Hall in front of 1F Seminar House	
8	Easel Stand	50	BuildingA 1F Info Counter Storage Area	
9	Easel Whiteboard (Small) - A3 Size	20	BuildingA 1F Info Counter Storage Area	
10	Easel Whiteboard (Large) - A2 Size	10	BuildingA 1F Info Counter Storage Area	
11	A1 Size Poster Panel	20	BuildingA 1F Info Counter Storage Area	Easel stand recommended.
12	PA Set (Small)	2	BuildingA 1F Info Counter	For usage in places without power outlets, battery usage is required. (Please apply to rent the battery)
13	PA Set (Large)	1	BuildingA 1F Info Counter	
14	Wired Microphone	5	BuildingA 1F Info Counter	
15	Wired Microphone Extension Cable	5	BuildingA 1F Info Counter	
16	Projector (LCD)	2	BuildingA 1F Info Counter	
17	Large Screen (Vertical 205 × Horizontal 180)	2	BuildingA 1F Info Counter	
18	Partition Poles	16	BuildingA 1F Info Counter Storage Area	
19	Carts (Small)	5	BuildingA 1F Info Counter Storage Area	
20	Carts (Large)	2	BuildingA 1F Info Counter Storage Area	
21	Umbrella Bag Stand, and Umbrella Bags	4	BuildingA 1F Info Counter Storage Area	
22	RGB Cable	3	BuildingA 1F Info Counter	
23	HDMI Cable	3	BuildingA 1F Info Counter	
24	Extension Cord	3	BuildingA 1F Info Counter	
25	Armband	158	BuildingA 1F Info Counter	
27	Red Chest Ribbons - Extra Large, Large, and Medium, 10 each	30	BuildingA 1F Info Counter	Specify whether flowers only or with ribbons.
28	White Chest Ribbons - Extra Large and Large, 10 each, 4 Medium	28	BuildingA 1F Info Counter	Specify whether flowers only or with ribbons.
29	Tabletop Microphone Stand	8	BuildingA 1F Info Counter	
30	Floor Microphone Stand	8	BuildingA 1F Info Counter	
31	Drum Cord (100m)	1	BuildingA 1F Info Counter Storage Area	Extremely Heavy, Recommend using a cart.
32	Drum Cord (50m)	2	BuildingA 1F Info Counter Storage Area	
33	Drum Cord (30m)	2	BuildingA 1F Info Counter Storage Area	
34	Door Stopper	111	BuildingA 1F Info Counter Storage Area	
38	Certificate Folders		BuildingA 1F Info Counter	
39	Desktop Nameplates	70	BuildingA 1F Info Counter	
40	Water Pitcher	1	BuildingA 1F Info Counter	
41	Business Card Holder	3	BuildingA 1F Info Counter	
42	Cloth (for Lectern)	1	BuildingA 1F Info Counter	
43	Cloth (for Flower Stand)	1	BuildingA 1F Info Counter	
44	MC Stand	1	BuildingC Dedicated EV Hall in front of 1F Seminar House	
45	Measuring Tape (50m)	1	BuildingA 1F Info Counter	There is only one left as of 2022/3/7
46	Measuring Tape (100m)	2	BuildingA 1F Info Counter	
47	Megaphone (Small)	2	BuildingA 1F Info Counter	
48	Megaphone (Large)	2	BuildingA 1F Info Counter	
49	Red Baton	20	BuildingA 1F Info Counter	
50	Placard (Medium) - A3 Size	20	BuildingA 1F Info Counter Storage Area	
51	Placard (Large) - A1 Size	10	BuildingA 1F Info Counter Storage Area	
52	Step Stool (Small) - 0.9m	3	BuildingA 1F Info Counter Storage Area	
53	Step Stool (Large) - 1.8m	3	BuildingA 1F Info Counter Storage Area	
54	Stowpwatch	4	BuildingA 1F Info Counter	
55	School Song CD	1	BuildingA 1F Info Counter	
56	Long table	80	BuildingC Dedicated EV Hall in front of 1F Seminar House	
57	Pipe Chair	242	BuildingC Dedicated EV Hall in front of 1F Seminar House	
58	Electric Heater	3	BuildingA 1F Info Counter Storage Area	
62	Tent (Small) - 1.8 × 2.7m with sides	2	BuildingC Dedicated EV Hall in front of 1F Seminar House	Must use 8 weights per tent
63	Tent (Medium) - 2.7 × 3.6m with sides	2	Building D 1F under the eaves	Must use 8 weights per tent
64	Tent (Large) - 3.6 × 5.4m with sides	7	Building D 1F under the eaves	Must use 8 weights per tent
65	Tent Weights	124	Building D 1F under the eaves	
66	Colored Cones	40	BuildingC Dedicated EV Hall in front of 1F Seminar House	Colored Cones: 43, Cone Weights: 40
67	Cone Bars	20	BuildingC Dedicated EV Hall in front of 1F Seminar House	
72	Outdoor A1 Size Type A Signboard	4	BuildingA 1F Info Counter Storage Area	Must apply for No.65 Tent Weights

•When using Building B Grand Hall

Facility	Item	Quantity
Stage	Hanging signboard	3
	Platform 181cm × 181cm	10
	121cm × 181cm	22
	90cm × 181cm	18
	60cm × 181cm	24
	121cm × 90cm	4
	90cm × 90cm	2
	60cm × 90cm	2
	Folding Stage Legs 181cm	8
	121cm (Tall Stage Legs)	10
	90cm (Tall Stage Legs)	10
	181cm (Middle-length Stage Legs)	8
	121cm(Middle-length Stage Legs)	10
	90cm(Middle-length Stage Legs)	10
	Hakoashi -Hakouma- 303 × 727 × 303	10
	303 × 515 × 182	65
	303 × 333 × 182	20
	Kidai (very low wooden platform)	60
	Stairs for tiered seating - 3 steps	2
	2steps	2
	1 step	4
	Portable Mirror (with lights)	2
	Red Carpet (Felt)	8
	Program Stand (Flip stand)	1
	Linoleum (Gray)	13
	Floor Cover (Large)	4
	Floor Cover (Small)	8
	Lecturn	1
	MC Desk	1
	Flower Stand	2
	Flag Panel (national flag)	1
	School Flag	1
	Gold folding screen	2
	Long Table (for stage with skirting)	14
	Wooden Reception Desk W1800 × D600 × H	4
	Wooden Reception Desk W1800 × D450 × H	6
	Reception Chair (Orange)	20
	Exhibition Panel	10
	Conductor stage	1
	Music stand (for conductor)	1
	Music stand (for musicians)	100
	Piano Chair with backrest	4
	Piano Chair without backrest	4
	Grand Piano	1
	Chair	100
	Chair for Double Bass	6
Acoustic Panel (Ceiling)	1	
Acoustic Panel (Side)	1	
Acoustic Panel (Front)	1	
Belt Partition	40	

Sound / Video	Screen & Projector	1
	Overhead microphone (suspended)	1
	Wireless microphone – Handheld	4
	Pin microphone	2
	Headset microphone	2
	Wired microphone – Dynamic	22
	Condenser Microphone	15
	Straight microphone stand	14
	Boom Microphone	10
	Mini Boom Microphone	10
	tabletop Microphone	13
	Cassette tape recorder	2
	CD/MD recorder	2
	SD/CD recorder	2
	Blue-ray player	1
	BD recorder	1
Lighting	Border light	1
	Ceiling light	1
	Upper Horizon light	1
	Lower Horizon light	1
	Spotlight 1kw	140
	Spotlight 500w	6
	Source Four	22
	Par light	16
	Mirror ball	1
	Pin spotlight	2

•When using Building B Conference Hall

Facility or No.	Item	Quantity
Conference Hall	Hanging Signboard (base)	2
	lecturn	1
	Long Table (with skirting)	5
	Folding Chair	10
	Belt Partition	4
	Screen & Projector	1
	Blue-ray player	1
	Wireless Microphone	2
	Wired microphone	3
	Straight microphone stand	1
	Boom microphone stand	2
	Tabletop microphone stand	5
	CD player	1

•When using Building D Student Club Room

Facility	Item Code	Name of Item	Quantity
Student Club Room Sound System	A1	Audio Mixer	2
	A2	Mixer Stand	2
	A3	Powered Speaker	4
	A4	Speaker Stand	4
	A5	Wired Microphone	12
	A6	Dynamic Microphone	3
	A7	Wireless Microphone System	2
	A8	Floor Boom Microphone	12
	A9	Tabletop Mic Stand	4
	A10	Mic Holder	16
	A11	Mic Cable (10m)	16
	A12	Wireless Receiver Connection cable	2
	A13	Bass Amplifier	1
	A14	Guitar Amplifier	1
Student Club Room Portable Lightir	C1	Portable Lighting	4
	C7	Dimmer Console	2
Student Club Room Hanging Lightir	D2	Bandoor	4
	D3	Hanger	12
Student Club Room Video System	B1	【No application required】 Projector & Remote Control	2
Student Club Room (Others)	E1	Stage	5
	E2	Partition (Small)	15
	E3	Partition (Large)	15
	E4	Long Table	10
	E5	Pipe chair	98
	E6	【No application required】 Piano	1
	E7	【No application required】 Drum Set	1
	E8	【No application required】 Standing Mirror	2
	E9	Electric wire reel	5
	E10	Music Stand	6
	E11	Whiteboard	3

•When using Building G Wakebayashi International Plaza

Item	Quantity
LCD screen (with cord)	3
Whiteboard (movable)	1
Projector (fixed location)	2
Whiteboard (fixed location)	1

※If you wish to use any of these equipment items, please specify the location and other details in the remarks section and consult with us during the first meeting.

※Since the number of equipment items is limited, please submit your request with the minimum required quantity.

② Rental of ladders and carts

Due to the limited number of equipment items compared to the number of groups requesting them, ladders and carts are available for rental on a shift basis to ensure that as many groups as possible can use them. We appreciate your understanding and cooperation.

③ Provided Equipment in Each Facility

You are free to use the provided equipment in each facility (desks, chairs, blackboards, lecterns, projectors, etc.). If you need to move desks or chairs within the facility, please inform us during the meeting.

④ Notes

During the period of the group event, numerous events will take place, so **it is not guaranteed that all requested equipment will be available.** Please understand this in advance.

Requested on-campus equipment items that are in high demand (such as curtains, partitions, projectors, PA sets, etc.) may be difficult to arrange and may

not align with each group's preferences. It is also possible to order equipment from external vendors, **but fees will be incurred.** Please consider these possibilities when applying for equipment.

The number of available equipment items is limited. If one group uses a large number of equipment items for their event, it **may make it difficult for other events to take place.** Please carefully estimate the **necessary** equipment, taking into account the fact that once estimated, the equipment will be used on the day, and indicate your equipment requirements in the application form.

If you **need to place heavy equipment** on indoor desks or on school-provided equipment, please **ensure to use protective materials such as cloth to prevent any damage** to the tabletops.

4. Electricity Usage

If electricity usage is required for your event, please fill out the "Electricity Usage Request" form with the necessary details and submit it.

✘Please note that depending on the power usage situation on the day, it may not be possible to provide power. Please be aware of this in advance.

✘Private use of electricity for charging mobile phones, etc., is not permitted.

5. Vehicle Entry

In principle, vehicle entry to OIC is prohibited. If vehicle entry is necessary due to unavoidable circumstances such as transporting equipment, please fill out the necessary details in the submission documents. Absolutely refrain from unauthorized vehicle entry.

About the Budget

- Introduction

企画を行うために必要な経費を「2023 年度学園祭期団体企画予算見積もりワークシート」に記入してください。(書き方については次ページへ)補助金の充当の有無に関わらず、「2023 年度学園祭期団体企画予算見積もりワークシート」の提出は必須となります。Please fill out the “2023 University Festival Group Event Budget Estimate Worksheet” with the necessary expenses for your event. (Refer to the next page for instructions on how to fill it out.) Submitting the this worksheet is mandatory, regardless of whether or not you receive financial assistance.

※Changes regarding whether you will receive financial assistance cannot be made after the event proposal is approved.

- Financial Assistance

If your event is approved as a valid and feasible plan for the festival, financial assistance will be provided. This assistance is funded by the Student Union Fee.

- What is the Student Union Fee?

It is a fee collected from all undergraduate students to support student activities. Since it is funded by all students, a certain budget is allocated if the event is approved for the festival and meets the following assistance criteria.

- Student Union Fee Assistance Criteria

・Assessment Criteria

1. Is the event suitable for the festival?
2. 企 Does the estimated cost align with the scale of the event?
3. Is it based on “RU Student Union Fee Withdrawable Items 2023 List”

(P.29～30)

4. Is the budget estimate appropriate?

A budget hearing will be conducted based on the above criteria.

▪ Assistance and Limitations

The maximum limit for assistance from the Student Association Fee is 50% of the necessary expenses for items eligible for assistance, and the assistance rate for each event is adjusted to be the same. However, the maximum limit for assistance is 200,000 yen.

※※Necessary expenses refer to the total amount of expenses covered by the Student Union Fee. Please note that it may differ from the total budget estimate for the event.

* Please refer to the "RU Student Union Fee Withdrawable Items 2023 List" (P.29-30) for items eligible for assistance.

* Items marked as ○ in the criteria table are eligible for assistance.

* The following conditions make an item ineligible for assistance:

- Does not comply with the "Student Union Fee Assistance Criteria."
- Not listed in the "RU Student Union Fee Withdrawable Items 2023 List" (P. 29~30)
- Not relevant to the festival event itself.
- Unclear basis for budget calculation (to be confirmed during the hearing).
- Unauthorized absence from the "Accounting Orientation" conducted by the Central Administration Office Finance Department.

- How to create the Budget Estimate Worksheet

- ① Develop a plan: Clearly define the purpose, content, scale, location, and target number of participants for your event.
- ② Identify the equipment needed for the project: Specify items to be purchased, items to be borrowed from the university, items to be rented from external sources, and existing items that will be used,
- ③ Refer to the "RU Student Union Fee Withdrawable Items 2023 List" (P.29-30) and categorize the items accordingly.
- ④ Fill in the worksheet with the following details: "Item," "Item to be purchased," "Unit price," "Quantity," and "Estimated total amount." Please include the tax-inclusive price for the unit price. For items available at the university Co-op, use their prices as a reference.
- ⑤ Refer to the "RU Student Union Fee Withdrawable Items 2023 List" (P.29-30) and enter the necessary expenses for each item eligible for withdrawal.
- ⑥ After completing all entries, calculate the estimated total amount and record it in the total column. If you have multiple worksheets, calculate the total amount for each sheet separately and then record the overall total at the end.
- ⑦ Submit the proposal and the worksheet to the University-wide Events Department.
- ⑧ During the hearing, if you plan to purchase items from sources other than the university Co-op, please provide proof of the prices. Additionally, include the URL and attach the quotation to the worksheet.

※ここで備品の見落としがあった場合、企画が成り立たなくなる可能性もあります
ので入念に確認するようにしてください*Note: If any equipment is overlooked at this
stage, you might not be able to conduct your event so please double-check
everything carefully.

※The budget assessment will be based on the submitted budget estimate
worksheet.

- Ordering from Vendors

If the budget involves hiring vendors or renting equipment, etc., it is mandatory to submit a quotation via email by the first hearing. Without submission, the budget cannot be approved.

- Purchasing Period for items

Please make the purchases for the items after your proposal has been approved. The budget will be approved when the proposal has been approved. If your event proposal is approved, the University-wide Events Department will inform the leader of your group.

No financial assistance can be provided from the Student Union Fee for items purchased before approval. Additionally, assistance cannot be provided without a receipt, so please make sure to obtain and keep receipts for any items purchased for the event.

- Settlement

Both the project leader and the accounting officer must attend the "Accounting Orientation" conducted by the Financial Department of the Central Administration Office. Without attending the Accounting Orientation, no financial assistance can be provided. Further details will be provided during the meeting.

About Receipts

領収書		②2023年 10月 10日
① 立命館大学学友会学園祭 実行委員会様	<div style="border: 1px solid black; padding: 5px; display: inline-block;">⑤ ¥3,140</div>	
但し ④B5 コピー用紙 ¥314×10 上記正に領収しました		⑤X 店 ④ 印

①Writing the addressee's name	Please write the official name of the organization within the blanks provided for "〇〇" in "Ritsumeikan University 〇〇." Abbreviations, nicknames, honorifics, personal names, and leaving it blank will all be considered as incomplete addressee information.
②purchase and payment date	Please ensure that the year, month, and day are all filled in. It doesn't matter if you use the Gregorian calendar or the Japanese era calendar.

③ Total Amount	The amount should include taxes. In case of corrections, the stamp or seal of the purchasing store is required.
④ Description	<p>Please specify the names of the items, unit prices, and quantities. Even if you purchased multiple items at once, please provide the names, unit prices, and quantities for each item. Ensure that the breakdown matches the total amount on the receipt. Please try to include the tax-inclusive amount.</p> <p>Please avoid vague or ambiguous descriptions such as not specifying the items purchased, such as stationery or gift items. If you receive a receipt or invoice, it is acceptable to submit it as proof of payment. <u>(In that case, please submit the receipt or invoice together with the receipt.)</u></p>
⑤ Issuer (store) name	Please write the name of the store or the name of the issuer.
⑥ Store stamp or clerk's seal	Please make sure there is a stamp or seal from the store.

※If there are any mistakes or inaccuracies on the receipt, please request corrections at the store where the receipt was issued. Do not attempt to make corrections by yourself under any circumstances.

※Financial assistance cannot be provided for items without receipts or for cases where the above instructions have not been followed. Please be careful.

<RU Student Union Fee Withdrawable Items 2023>

◎Classification by Category:

○Expenses

Consumable Goods Expenses	General consumables and general office supplies (e.g., envelopes, PPC paper, drawing paper, arts and crafts strings, line tape, parts, gym lime(line powder), files, etc.)
Library expenses	books, CD, DVD etc. (e.g., technical books, newspapers, periodicals, maps, sheet music, etc.)
Postal Charges	Communication expenses, postage fees, shipping fees ☆Telephone charges, postal fees, email fees, postcards, stamps, etc.
Transportation Expenses	Transportation expenses and delivery fees ☆Shuttle bus tickets, public transportation, funds required for the movement of people and goods during activities, such as trucks for transportation
Printing Expenses	Printing expenses related to materials issued by the organization externally ☆Copy cards, photocopying within the university, outsourced flyers, photo printing fees, etc.
Usage Fees	Fees for facility usage, rental equipment, etc. ☆Facility usage, rental equipment, copyright fees, accommodation expenses for seminars and events, registration fees for tickets, car rental fees, etc.
Insurance Fees	Insurance fees related to planned activities. ☆Recreation insurance, etc.
Service charges	Fees for various handling services (previously referred to as remittance fees) ☆Remittance fees, COD fees, etc. ※Expenses incurred for handling fees related to goods classified as miscellaneous expenses cannot be covered by the student association fee.
Personnel Expenses	General personnel expenses ☆Honorariums for lecturers, accommodation expenses, transportation expenses, etc., costs related to inviting lecturers, etc.
Federation Fees	Fees paid to federations ☆Contributions to federations, participation fees, advertising fees for competitions, brochures, etc.
Accommodation Expenses	Accommodation expenses ☆Accommodation expenses, training camp fees, travel expenses excluding food expenses (accommodation expenses)

Equipment Expenses	<p>General equipment expenses</p> <p>★The determination of whether it falls under consumable goods is generally based on a unit price of 10,000 yen and considering the nature of the item.</p> <p>☆PC-related items, shredders, shelves, desks, etc.</p>
Repair Expenses	<p>Expenses for repairing and maintaining equipment</p> <p>☆Cleaning fees, instrument repair fees, etc. (Repair expenses for rental items damaged during use are treated as miscellaneous expenses.)</p>
Miscellaneous Expenses	<p>Money related to individual activities rather than the organization's activities</p> <p>☆Medicine, toys, food and beverages, ceremonial occasions, pre-made products, uniforms, etc.</p> <p>★If you want to change an item (change the original intended use of the purchased item), please submit an application for item assessment.</p>

◎Student Union Withdrawal Criteria Chart

Consumable Goods Expenses	Withdrawable
Library expenses	Withdrawable
Postal Charges	Withdrawable
Transportation Expenses	Withdrawable
Printing Expenses	Withdrawable (Approval from the relevant committee is required in the case of outsourcing)
Usage Fees	Withdrawable
Insurance Fees	Withdrawable
Service charges	Withdrawable ※Items related to miscellaneous expenses are not eligible for withdrawal.
Personnel Expenses	Withdrawable, up to 5,000 yen per person within the university. Approval from the relevant committee is required for external personnel expenses.
Federation Fees	Not withdrawable
Accommodation Expenses	Not withdrawable
Equipment Expenses	Withdrawable if approved by the relevant committee
Repair Expenses	Withdrawable if approved by the relevant committee
Miscellaneous Expenses	Not withdrawable

About Events with Income

Events at the university festival are carried out to showcase the achievements of students' activities. Profit-oriented events are not allowed.

If there is any cash income during the event, please report it to the University-wide Events Department at the time of application. Consultation with the Student Affairs Office is also necessary, and we will inform you whether you can carry out the event,

If you carry out sales or other activities without reporting, you will be asked to immediately stop.

※ If you absolutely want to make a profit or if you want to sell items with ambiguous value (such as artwork), we may encourage participation in a flea market held during the university festival.

※ If you plan to carry out sales or other activities, please make sure to use the following ticket system.

※ Please do not change the price or quantity of tickets without permission.

※ The income should be used only for the operation of the event

<Regarding Merchandise Sales>

There are items that can be sold and items that cannot be sold within the event. If you have any questions, please consult the University-wide Events Department.

•Items that can be sold:

Items that contribute to a better understanding of the project and enhance the project's content through sales.

•Items that cannot be sold:

Items that are not directly related to the activities of the executing organization.

【Regarding Ticket Sales】

A procedure is required, and unauthorized sales are strictly prohibited.

Ticket Sales Procedure

1. Consult with the University-wide Events Department	We will discuss the pricing and quantity based on the project content and budget estimation worksheet.
2. Create the tickets	Once the project is approved, create (or order) the tickets. The size of the tickets should be at least 4 cm in height and 10 cm in width . There are no strict rules for design, but please ensure it falls within the limits of public order and decency.
3. Ticket Audit	The ticket audit will be conducted by the University-wide Events Department. Please bring the created tickets, a document indicating the number of issued tickets and their prices. Please number each ticket. After the University-wide Events Department confirms it, they will stamp the ticket audit seal.
4. Completion of the procedure	Once the audit is completed, the tickets will be returned to the organization.

Inviting Professional Talents and Lecturers

In group events, organizations are allowed to hire professional entertainers or speakers only if it is deemed necessary to showcase the activities of the organization.

In such cases, complex tasks and knowledge become important, such as:

- Handling of issues during the event
- Negotiation of appearance fees
- Attention to contract details
- How to sign a contract
- Creating security plans

✘Projects that want to invite professional entertainers or speakers without a valid reason may not be approved as it could undermine the students' self-initiative.

✘If negotiations with professional entertainers or speakers have begun and the project is not approved or fails, there is a risk of being charged a penalty fee by the other party.

When planning to invite professional entertainers or speakers as a means to maximize the appeal of your organization, please consider whether it is truly suitable for conveying what you want to communicate through the event, keeping your objectives in mind.

Fundraising within the Event

This page provides guidelines for conducting fundraising activities within the event.

Organizations considering fundraising activities should read this carefully.

【Organizations eligible for fundraising activities】

- Organizations that conduct fundraising activities as part of their regular activities.
- Organizations with clear activity objectives, content, responsible persons, activity locations, and contact information.
- Organizations that engage in information disclosure (activity reports, financial reports, etc.).

【Purpose of fundraising】

- The fundraising activity should be based on the organization's activities and be a part of introducing those activities.
- It should not be aimed at collecting funds for specific individuals or for profit-oriented purposes.

【Recipient of fundraising donations】

- The recipient organization should have clear activity objectives, content, responsible persons, location, and contact information.
- The recipient organization should engage in information disclosure (activity reports, financial reports).

【Requirements for fundraising activities by the implementing organization】

- Introduction of the activity objectives and content of the fundraising organization (including the recipient organization).
- Explanation of the purpose of the fundraising and the intended use of the collected funds.
- If intermediaries are involved in the fundraising, an introduction of the intermediary organization's activity objectives and content.
- Reporting of the total amount raised and the recipient organization's information using the organization's website or other means.
- Independent accounting and donation of the full amount collected.

- Submission of a certificate of acceptance of the remaining donation amount to the University Festival Executive Committee as proof.

【Prohibited activities for fundraising organizations】

- Solicitation of funds outside the designated areas.
- Coercive actions or behavior that may be perceived as coercion for fundraising.
- Any other actions deemed inappropriate by the University-wide Events Department, University Festival Executive Committee, or Student Affairs Office.

【Actions during fundraising activities】

The University Festival Executive Committee will undertake the following actions for organizations conducting fundraising:

● Before project approval:

Confirm that the organization's activity objectives and content are appropriate and that the planned fundraising meets the above requirements.

● After project approval:

- Verify promotional materials and exhibits containing explanations about the fundraising.
 - Issue fundraising permits under the name of the University Festival Executive Committee and take responsibility for posting them near the fundraising boxes.
 - Verify the amount raised in collaboration with the fundraising organization and the University Festival Executive Committee.
 - After confirming the fundraising amount, create and maintain a confirmation document with the seals of the fundraising organization and the University Festival Executive Committee.
 - Obligate the submission of a copy of the donation recipient's certificate and a bank transfer certificate during settlement.
- ✕ However, the University Festival Executive Committee is not responsible if problems arise due to the intentional or negligent actions of the fundraising organization that prevent the completion of the fundraising.

Corporate Sponsorship

企業協賛とは、学生の団体企画に対し、学外の団体・企業から必要な資金や物品を支援してもらうことです。主な企業協賛としては、ビラやパンフレットの作成、スポンサー料の獲得または景品の獲得等が挙げられます。しかし、課外活動は学生の自主活動の発表の場であり、企業が商業活動を行う場ではありません。

そこで、課外活動での企画や宣伝等で企業協賛を行う場合は、特別事業部で審査のうえ、必要かつ適切である場合のみ許可いたします。企画を行う際に企業協賛を行いたい場合は、次ページの「企業協賛ガイドライン」をよく読んでうえて、受付時に「企業協賛申請書」、「企業協賛に関する誓約書」を他の書類とともに特別事業部まで提出してください。

※協賛する企業と団体間の問題について、特別事業部は一切責任を負いません。

▼ 企業協賛の流れ

- 1、次ページの「企業協賛ガイドライン」をよく確認してください。
- 2、「2023 年度学祭期団体企画企画書」内の「企業協賛申請書」、「企業協賛に関する誓約書」の項目を記入したうえで、「2023 年度学祭期団体企画企画書」を団体企画受付時に WEB 上で提出してください。
- 3、ヒアリングまでに企業広告を掲載する広報物や賞品として配布する賞品の見本をメールにて特別事業部まで提出してください。
- 4、提出してもらった見本を特別事業部でチェックし、違反がないかを確認します。
- 5、企画が承認され、かつ協賛が許可された場合に企業協賛が可能となります。

Corporate Sponsorship Guidelines

○Provisions

The provisions regarding corporate sponsorship are established to ensure accurate promotion of the project without compromising its content.

【Sponsorship that an organization can receive】

- Fees for creating flyers and brochures for the event
- Provision of prizes for use in the event
- Free borrowing or provision of items used in the event
- Provision of funds for project event
- Other forms of technical support

【What companies are allowed to do as compensation for sponsorship】

- Publication of the company name

ポスター、ビラ、パンフレット、HP、SNS などにおける企業名の掲載

- Introduction of the company within the event

However the introduction shall only be done by students

- Display of prizes to be used or distributed in the event
- Publishing Advertisements on flyers or leaflets

【What companies are not allowed to ask】

- Commercial activities for profit

selling goods on campus, making contracts, etc

- Having their own staff members appear at the event to advertise their company.

Handling of Personal Information

(Purpose)

Article 1. The purpose of this agreement is to protect personal information obtained by the Special Event Teams (hereinafter referred to as "the Teams") in the course of its activities.

(Definitions)

Article 2. Personal information, as used in these rules, refers to information that can be used to identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3. The Teams shall be responsible for complying with this Agreement with regard to the protection of personal information.

(Person in charge of management)

Article 4. The General Manager of the Business Division shall be appointed as the person in charge of managing personal information protection in the Teams.

Article 5. The person in charge of managing personal information shall instruct and supervise the staff of the Teams to comply with the Rules.

(Safety Management)

Article 6. The Teams shall strictly manage personal information so that it cannot be accessed by third parties.

(Purpose of Use)

Article 7. The Teams shall use personal information only for the purpose of planning and operating the Welcome Events.

(Disposal)

Article 8. The Teams shall dispose of personal information as soon as possible after the completion of all operations stipulated in the preceding article.

(Provision to a third party)

Article 9. The Division shall not provide personal information to third parties.

Article 10. Notwithstanding the preceding article, the Teams may provide personal information to a third party in any of the following cases:

1. when the Teams obtains consent from the provider of the information
2. when requested by the police or a court of law to disclose information in connection with a case investigation
3. when required by law.

List of documents to be submitted

【Documents that must be submitted】

◎Submission Documents for the Group Event(Word)

- Proposal for the University Festival Group Event 2023
- Pledge
- Facility Usage Request Form
- Equipment Usage Request Form
- Electricity Usage Request Form ✓
- Vehicle Entry Request Form ✓
- University Festival Group Event 2023 Vehicle Entry Application Form ✓
- Corporate Sponsorship Application Form ✓
- Corporate Sponsorship Pledge ✓

Please submit the document with the ✓ mark if necessary.

◎Event member list(Excel)

◎Budget Estimate Worksheet(Excel)

◎RU University Festival 2023 Pamphlet Information Form 2023(Word)

Please submit the four documents above via Google Forms.

~Contact Information~

Mail: info@r-circle.net

Publisher: RU Student Union Central Administration

Office University-wide Events Department

If you have any questions/concerns, feel free to contact us.

Please put **“University Festival OIC Group Event 2023”** as the subject.

