

2023

OIC Festival

Stage Event Application Booklet

〈Application Period〉

Aug. 14th (Mon.) ~Sep. 10 (Sun.)

Publisher : RU Student Union

Central Administration Office

University-wide Events Department

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OIC Stage Event (Herein after, this event) Overview

Place : SORA-NO-Plaza

Time and Date : December 3rd (Sun.) 11 : 00~18 : 00



【Application】

- Recruitment for Performance Groups Only
※For more details, please refer to “Sound” on page 11.
- Each group will have a maximum performance time of 20 minutes (excluding setup time).
- We are looking for 12 groups in total.

【Eligibility】

- ① More than half of the performers must be Ritsumeikan University students.
- ② The leader must be a Ritsumeikan University student
- ③ The group must be affiliated with the RU Student Union.
- ④ The leader must not be the leader of other events (e.g., food booths, flea market plans, school festival activities).

※Those who will be participating in the food booth event cannot participate in the stage event.

☆Only groups that meet all of the above conditions are eligible to

apply.

※We do not accept performances by voluntary groups (that are not affiliated with the Student Union. Please understand this in advance.

【Transition Time】

- The transition time between each performance is 10 minutes.
- During the transition time, Ritsumeikan University Broadcasting Center (RBC) will conduct interviews with the performers.
- The interview content will be confirmed during the meeting.

【Online Streaming】

To prevent overcrowding and potential accidents, the maximum capacity will be limited to 330 people. Moreover, considering that some visitors may be reluctant to attend crowded areas, this year's stage performances will be live-streamed on YouTube. Therefore, all participating groups must agree to this.

【In case of rain】

The SORA-NO-Plaza has a roof, so performances will generally proceed even in the case of rain. However, this event will also be canceled if severe weather conditions or other unforeseen circumstances render the stage unavailable on the previous day or if the entire festival is canceled. In such cases, we will inform the leader of each participating group via email and notify them of the cancellation.

Flow up to the Event

1. Application ※Please refer to pages 13-15 for details.

Application period: August 14th (Monday) 10:00 - September 10th (Sunday) 23:59

How to apply: Fill in the downloaded documents and submit them through the Google Form.

- Application Form
- Member List
- Preferred Meeting Dates
- Pledge
- Comprehensive Pamphlet and On-day Pamphlet Information Sheet
- Audition video (Submit via Google Drive)

2. Verification of Performance Content by the Student Office and University-wide Events Department

Period: September 18th (Monday) - September 22nd (Friday)

For this event, the Student Affairs Office and University-wide Events Department will confirm if the performance is suitable for

this event.

Based on the above confirmation, there may be suggestions for changes to the performance content, and a meeting may be conducted. In such cases, we will inform the leader via email.

3. Audition※Please refer to pages 16-17 for details.

Date: September 25th (Monday) 13:00 ~

Through the audition, the University-wide Events Department and Ritsumeikan University Broadcasting Center (RBC) will select the performing groups.

※Participation in the audition is not required.

4. Announcement of Selected Groups from the Audition

Date: September 26th (Tuesday) - October 1st (Sunday)

※The results will be notified to the event and group leader by email.

Please ensure that the leaders can receive the notification.

※The event leader is in charge of the stage performance, and the group leader assists the event leader. To prevent a breakdown in communication between the University-wide Events Department and the group, please appoint one person

for each role.

5. Meeting ※Please refer to pages 18-19 for details.

Period:

1st Round: October 9th (Monday) - October 20th (Friday) 9:00 - 17:50

2nd Round: October 23rd (Monday) - November 3rd (Friday) 9:00 - 17:50

A meeting will be held between the University-wide Events

Department, RBC, and the group leader to discuss the

presentation content and methods.

※The meeting will be conducted via Zoom. (The link and details will be sent to the event and group leader by email before the meeting.)

6. Rehearsal

Date : November 25th (Saturday), December 2nd (Saturday)

Each day from 11:00 to 17:00

Venue : SORA-NO-Plaza

◎ For groups without sound output, the rehearsal will have a rehearsal without sound.

◎ Specific dates and details will be provided during the meeting.

◎ On November 25th (Saturday), the rehearsal will focus on

guidance from the dressing room to the stage and transition work.

On December 2nd (Saturday), a full rehearsal is scheduled.

7. The day of the Event

Date: December 3rd (Sunday) 11:00 - 18:00

Venue: SORA-NO-Plaza

Sound

Regarding the sound output during stage performances, OIC has established a restriction that, due to the relationship with neighboring residents, only CD audio sources are allowed as a general rule.

Performances involving musical instruments are permitted, but please make sure to inform the University-wide Events Department in advance. On the day of the festival, the University-wide Events Department will conduct sound measurements, and there might be instructions to perform within certain specified limits.

Prohibited Items

- ① Acts or statements that defame, slander, or insult others
- ② Presentation content that goes against public order and morals
- ③ Presentations that contain religious or political content
- ④ Damage or loss of stage equipment and supplies
- ⑤ Other acts or statements that the University-wide Events Department deems inappropriate

※ If any of these rules are violated, we may take strict measures,
such as compensation or cancellation of the stage performance

Application

Application Period :

August 14th (Monday) 10:00 - September 10th (Sunday) 23:59

※Please note that late submissions will not be accepted.

Submission via : Google Forms

Eligibility : Groups affiliated with the RU Student Union, where more than half of the performers are Ritsumeikan University students (excluding voluntary groups).

Number of Groups : Total of 12 groups

※Group performing in the opening and closing are not included in the 12 groups.

【Application Process】

1. Fill in the required information on the “University Festival OIC Festival Stage Event Application Form” on the Student Union’s website and submit it.

2. Submit the video to be used in the audition through Google Drive, using the password of the Google account mentioned on page 14.

*Please upload the video by September 10th (Sunday) 23:59,

ensuring that it is close to the planned performance.

【Required Documents】

- University Festival OIC Festival Stage Event Application Form

Application Form (Refer to P.29~33)

Member List (Refer to P.34)

Preferred Meeting Schedule (Refer to P.35~36)

Pledge (Refer to P.37)

Comprehensive Pamphlet and On-site Pamphlet Information Sheet (Refer to P.38)

※Please download the documents for submission, fill them out in Word and submit them in Word format.

- Google Drive

- Video for the audition (in mp4 format)

Google Account

E-mail : oic2023stage.teisyutu@gmail.com

Password : stage2023t

【Video Content】

- The video should not exceed 20 minutes.

- Please aim for content that closely resembles the actual performance on the event day.
- Videos should be submitted in **MP4** format.
- Avoid excessive editing (e.g., cuts) in the recorded video.

【Notes】

- Submitted documents cannot be returned, so please be aware of this in advance.
- Please ensure that you are not holding multiple leader positions in other events (e.g., food booths, flea market, group events). If you are, you may be requested to change your position or decline your participation.

Audition/Selection Process

【Date】

September 25th (Monday) 13:00~

※Participation in the audition is not required.

【Audition Method】

The audition videos uploaded to Google Drive during the application will be used for evaluation. The University-wide Events Department and Ritsumeikan University Broadcasting Center (RBC) responsible for this event will assign scores based on the selection criteria. (Please note that the scores will not be disclosed.)

【Selection Criteria】

The participating groups will be determined based on the following criteria. There will be three evaluation categories, each worth a maximum of 10 points, for a total of 30 points. In the case of a tie in total scores, priority will be given to the group with a higher score in criterion 1. Moreover, each deficiency in the submitted documents will result in a deduction of 2 points.

1. Appeal and Enjoyment for the Audience (10 points)
2. Uniqueness and Relevance to Daily Activities (10 points)
3. Suitability for the Stage (e.g., effectively utilizing the vast stage space) (10 points)

【Announcement of Selected Groups from the Audition】

September 26th (Tuesday) - October 1st (Sunday)

※We will notify the selected groups by email.

※Please note that we will not notify the groups that were not selected for the audition.

About the Meeting

We will hold two meetings with the University-wide Events Department and Ritsumeikan University Broadcasting Center (RBC) to discuss the performance. The dates and times will be arranged based on the “Preferred Hearing Schedule” form submitted during registration, and we will send the Zoom links by email one day before the meeting.

【Date and Location】

Date : 1st round October 9th (Monday) - October 20th (Friday)

 2nd round October 23rd (Monday) - November 3rd (Sunday)

Location : Zoom

Time : 9 : 00 ~ 17 : 50

【Documents Required for the 1st Round Meeting】

Power Usage Request Form (if necessary) (Refer to page 39)

Vehicle Entry Application Form (if necessary) (Refer to page 40)

- Download the necessary documents, fill in the required information, and submit them in Word format.

【Information to Confirm During the Meeting】

◎ Whether you need a “Power Usage Request Form” and “Vehicle Entry Application Form”

◎ Performance Content

◎ Interview content during the transition time.

© Rehearsal details

【Notes】

- Please be punctual.
- In case of any delays, please contact the contact information on page 43 before the meeting.
- The hearing should ideally be attended by both the event and group leader. If either of them cannot attend, a substitute should be sent in their place.
- The same people should participate in both the 1st and 2nd round.
- If you are absent from the meeting without prior notice, your participation may be canceled.

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】

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

Corporate sponsorship refers to the support provided by external organizations or companies to student group projects, which includes financial assistance or provision of necessary materials. Common forms of corporate sponsorship include creating flyers or pamphlets, obtaining sponsorships or prizes, among others. However, it's important to note that extracurricular activities are platforms for students' independent activities and not meant for commercial purposes.

For this reason, if a group wishes to seek corporate sponsorship for their event or promotional activities, it must be reviewed and approved by the University-wide Events Department, only if deemed necessary and appropriate. If your group intends to seek corporate sponsorship, please carefully read the "Corporate Sponsorship Guidelines" on the next page and submit the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Pledge" along with other necessary documents to the University-wide Events Department during application.

✘The University-wide Events Department assumes no responsibility for any issues that may arise between the sponsored company and the group.

▼ Corporate Sponsorship Process:

1. Carefully review the "Corporate Sponsorship Guidelines" on page 24.
2. Fill out the items on the "Corporate Sponsorship Application Form" on page 26 and the "Corporate Sponsorship Pledge" on page 27. Submit these along with the "2023 University Festival Group Event Proposal" [online during the application.](#)
3. Before the hearing, submit samples of promotional materials that will include corporate advertisements or prizes to be distributed, via email to the University-wide Events Department.
4. The University-wide Events Department will review the submitted samples to ensure there are no violations.
5. If the event is approved and corporate sponsorship is permitted, the group will be allowed to proceed with the sponsorship.

Corporate Sponsorship Guidelines

Provisions

The following provisions for corporate sponsorship are established to allow proper promotion of the event without compromising its content.

【Types of Sponsorship the Group Can Receive from Corporations】

- Fees for creating flyers or pamphlets for the event.
- Provision of prizes for use in the event
- Borrowing or provision of items to be used in the project free of charge
- Financial support for event operation
- Technical support other than the above

【Actions Corporations Can Take as Sponsorship Compensation】

- Publicizing the company name

Displaying the company name on posters, flyers, pamphlets, website, social media, etc.

- Introducing the company in the event

Note that only students belonging to the group can make such introductions.

- Exhibiting prizes used or distributed in the project
- Advertisement in flyers, leaflets, etc.

【Actions Corporations Cannot Take as Sponsorship Compensation】

- Commercial activities for profit

Selling goods or making contracts on campus premises, etc.

- Company representatives performing in the project and engaging in corporate promotion, etc.

Corporate Sponsorship Application Form

(※Only for groups wishing to seek corporate sponsorship.)

Name of event :

Name of group :

Group leader: Name:

Student ID:

Phone No.:

Event leader: Name:

Student ID:

Ph:

Reasons for Seeking Corporate Sponsorship

Corporate Sponsorship Name (Full Official Name):

Type of Corporation: Acquiring advertisement fees Obtaining products Lending items Transferring items Others()

Reasons for Corporate Representatives to Enter the Venue on the Event Day (For what reason) or the form of entry(number of people, how they will enter the venue, etc.)

Actions to be Taken for Corporations

- Publicizing the Corporate Name → Posters Flyers Stickers Others()
- Distribution of Materials → Posters Flyers Stickers Samples Others()
- Displaying Prizes
- Others()

☆Price for Obtaining Advertisements

Unit Price	Quantity	Total

Ritsumeikan University Student Union University Festival Executive Committee
 University Festival Executive Committee Chairperson Yuta Togawa

DD/MM/2023

Corporate Sponsorship Pledge

I pledge to abide by the Corporate Sponsorship Guidelines and the precautionary measures specified therein. In the event of any violation, I will not object to any measures taken, such as the suspension of planning or distribution of flyers. Moreover, I will comply with the instructions of the University Festival Executive Committee at all times.

Name of group : _____

Group leader : _____

Student ID : _____

Current Address : _____

Contact Information(Phone) : _____

Privacy Policy Regarding 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.

OIC Stage Event Application Form

Name of Group: _____

Number of participants: _____

	Group Leader	Event Leader
Furigana		
Name		
Student ID		
Faculty/ Year		
Phone number		
School e-mail	@ed.ritsumei.ac.jp	@ed.ritsumei.ac.jp

※For confirmation purposes, we may contact the responsible person, so please provide the contact details of someone who can be reached.

• Do you permit audience members to take photographs freely during the event? <Yes / No>

《Presentation Content》

- Waiting Room (Please circle either one)
 - Will you be using the waiting room on the day of the festival? <Yes / No>
- Introduction of the Group (Activities, Achievements, Attractions, etc.)

※This will be used as part of the judging process during the audition.

※Please note that this is different from the “Description of the Event” in the comprehensive pamphlet information sheet.

- Please provide the details of your presentation songs (applicable to groups using music, including a cappella circles, etc.):

Song	Description of the song	Cover/Original	Duration
		<input type="checkbox"/> Cover <input type="checkbox"/> Original	Min.
		<input type="checkbox"/> Cover <input type="checkbox"/> Original	Min.
		<input type="checkbox"/> Cover <input type="checkbox"/> Original	Min.

※Please note that due to time constraints, we may ask you to reduce the number of presentation songs. Thank you for your understanding.

- Please provide the details of the equipment and items to be used (required)

【Equipment/Items to be used】

※If you wish to use electricity, you are required to submit a “Power Usage Request Form” , and if you are planning to enter campus on a vehicle, you are required to submit a “Vehicle Entry Application Form”

- Please provide detailed information about your presentation (to be used as part of the evaluation during the audition):

1) Use of Audio during Entry or Performance (BGM or sound effects) and Number of Songs (Check either Yes/No)

Yes () song(s)

No

2) Performance Description (Specific flow of presentation and highlights)

3) Presentation Time (Stage: Maximum 20 minutes)

Requested Presentation Time (excluding preparation and removal)	min.	Preparation Time	min.	Removal Time	min.
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4) Presentation Time on the Event Day

If there is a specific time you are not available, please specify them below and provide the reasons.

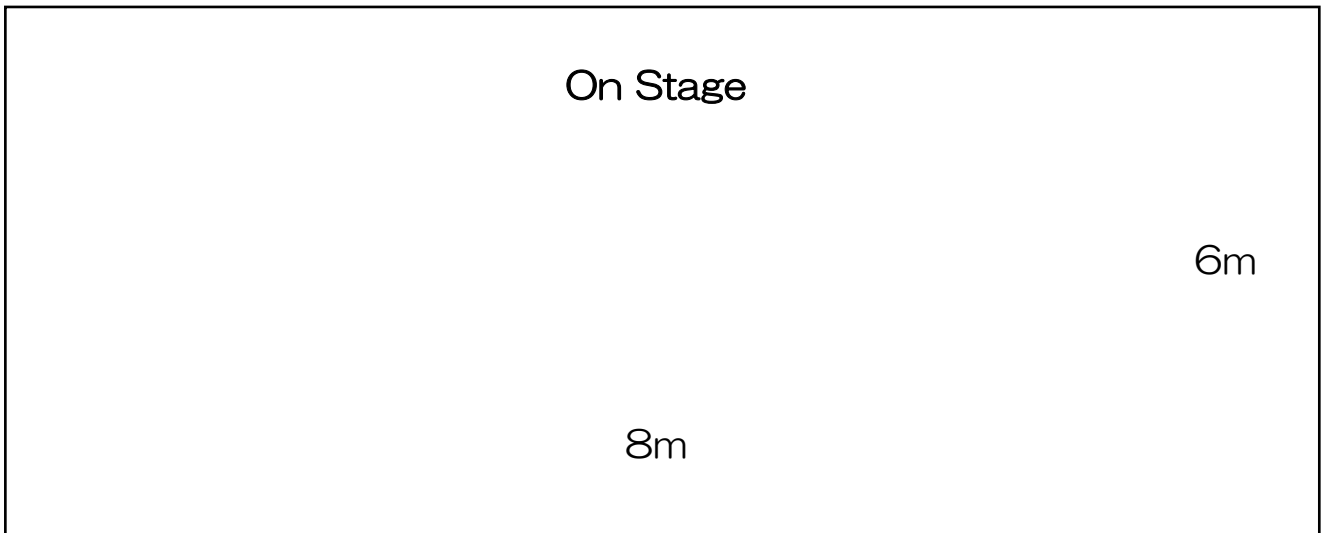
※If the reasons are not clearly stated, we may not be able to consider them. Please note that we cannot guarantee specific presentation times on the event day due to the stage's overall schedule. Thank you for your understanding.

Please note that we may not be able to accommodate your requested performance time due to stage layout and other logistical constraints. We apologize for any inconvenience this may cause and appreciate your understanding in advance.

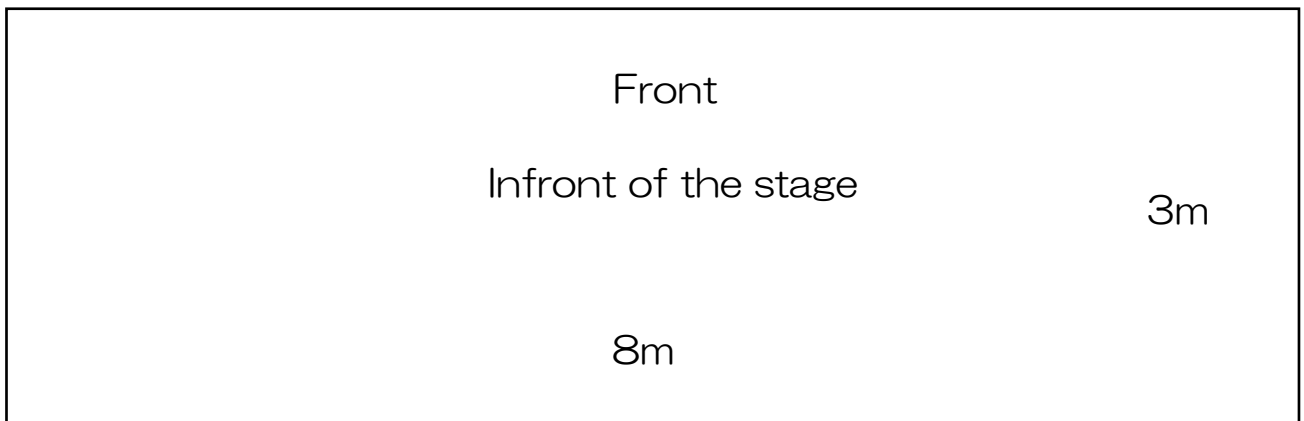
5) Stage Layout

- Please provide the planned stage layout for the event day.
- The stage width may vary slightly, but the standard is 8m wide and 6m deep.
- If you plan to use the space in front of the stage (8m wide and 3m deep), please also indicate the layout.

Front



Front



- Personal Information

【Personal Information】

If you agree to the “Privacy Policy Regarding Personal Information” on p.28, please put a check in the box below and fill in your personal information.

I Agree

If you have any questions, please contact us. Our contact information is on p.43.

Preferred Meeting Dates

Name of Group

- Please indicate any inconvenient times for the meeting with the staff for the discussion regarding your stage performance
 - The meeting is scheduled for approximately one hour, but it may vary depending on the situation.
 - . Both the project leader and the group leader are requested to participate in the meeting.
- ※Please ensure that the same individuals attend both the first and second meetings if possible.

1st meeting

	10/9(Mon.)	10/10(Tue.)	10/11(Wed.)	10/12(Thu.)	10/13(Fri.)	10/14(Sat.)
9:00 ~						
10:40 ~						
13:00 ~						
14:40 ~						
16:20 ~						

	10/15(Sun.)	10/16(Mon.)	10/17(Tue.)	10/18(Wed.)	10/19(Thu.)	10/20(Fri.)
9:00 ~						
10:40 ~						
13:00 ~						
14:40 ~						
16:20						

~						
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2nd meeting

	10/23(Mon.)	10/24(Tue.)	10/25(Wed.)	10/26(Thu.)	10/27(Fri.)	10/28(Sat.)
9:00 ~						
10:40 ~						
13:00 ~						
14:40 ~						
16:20 ~						

	10/29(Sun.)	10/30(Mon.)	10/31(Tue.)	11/1(Wed.)	11/2(Thu.)	11/3(Fri.)
9:00~						
10:40 ~						
13:00 ~						
14:40 ~						
16:20 ~						

Pledge

DD/MM/2023

Ritsumeikan University Student Union University Festival Executive Committee
University Festival Executive Committee Chairperson Yuta Togawa

We pledge to participate in the stage planning for the 2023 Ritsumeikan University Festival with strict adherence and sincerity to the following points. We understand that any violation of these points will render any punishment without significance.

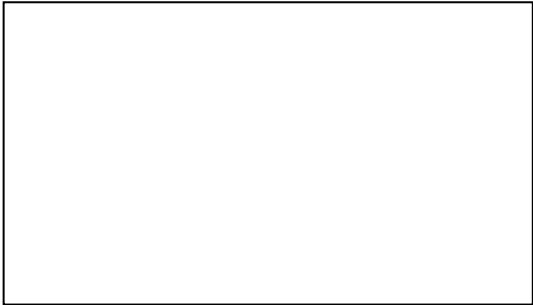
1. We shall refrain from engaging in any acts during the planning and rehearsal stages that contain discriminatory, religious, anti-social, or political content.
2. The presenters shall assume responsibility for any accidents occurring during the presentation, except for those caused by irresistible force.
3. We will comply with the cautions and prohibitions listed in the Stage Event Application Booklet.
4. The University-wide Events Department shall not be held responsible for any damage or loss of items used in the presentation. If compensation is necessary, each group will be responsible for it.
5. In the event that a decision to cancel is made by the University Festival Executive Committee, University-wide Events Department, or university officials, we shall promptly comply with their instructions.
6. We shall also follow any other instructions from the University Festival Executive Committee and university officials.

Name of Group: _____

Name of Event Leader: _____

Student ID: _____

2023 Ritsumeikan University Festival Comprehensive Pamphlet and On-site Pamphlet Information Sheet

Name of Group (official name)
Description of the Event(within 30 words)
Photo(Actual Size) ※Format : JPEG or PNG ※Please make sure the photo fits in the frame provided below. ※ Ensure it has a high resolution for printing purposes.  (Vertical 40 mm × Horizontal 70 mm)

Power Usage Application Form

Name of Group	
---------------	--

• Requested Electrical Appliances

Please check the power consumption of each electrical appliance and fill in the table below.

【Total Power (W) = Ampere (A) × Volt (V)】

If you are unsure about the power of any appliance, contact the University-wide Events Department.

Name of Appliance	Power per Appliance(W)	Quantity	Total Power (W)	Purpose of Use

Total Power
W

Name of Leader : _____

Name of Group : _____

Contact Information : _____

Vehicle Entry Application Form

Name of Group		
Event Leader	Name	Student ID
	Contact Info.	
Group Leader	Name	Student ID
	Contact Info.	
Driver	Name	Student ID
	Contact Info.	
Please specify the desired date and time for vehicle entry	(Date:)	: ~ :
	(Date:)	: ~ :
	(Date:)	: ~ :
	(Date:)	: ~ :
Please provide the reason for vehicle entry		
Vehicle No.	E.g. : 京都 222 う 33-33	
Vehicle type/name	<input type="checkbox"/> Private Car <input type="checkbox"/> Rental Car <input type="checkbox"/> Truck (t)	
	(E.g. : Hi-ace)	
Name of Vendor (If you are planning to request a vendor to drive.)		

● Notes

- Please ensure to complete **all fields**. Incomplete information may lead to the inability to issue a vehicle entry permit.
- Vehicle entry is limited to one vehicle per group as a general rule. Please follow the instructions of the security personnel during entry.

Documents to be Submitted

【Application】

- University Festival OIC Festival Stage Event Application Form

Application Form (See P.29~33)

Member List (See P.34)

Preferred Meeting Schedule (See P.35~36)

Pledge (See P.37)

Comprehensive Pamphlet and On-site Pamphlet Information Sheet (See P.38)

※Please note that the Application Form for the Stage Event is different from the Application Form for Group Event.

※Make sure to keep a copy of your submission for reference within your group.

〔Google Account〕

E-mail Address : oic2023stage.teisyutu@gmail.com

Password : stage2023t

- Google Drive

- Video for Audition (mp4)

【At the Meeting】

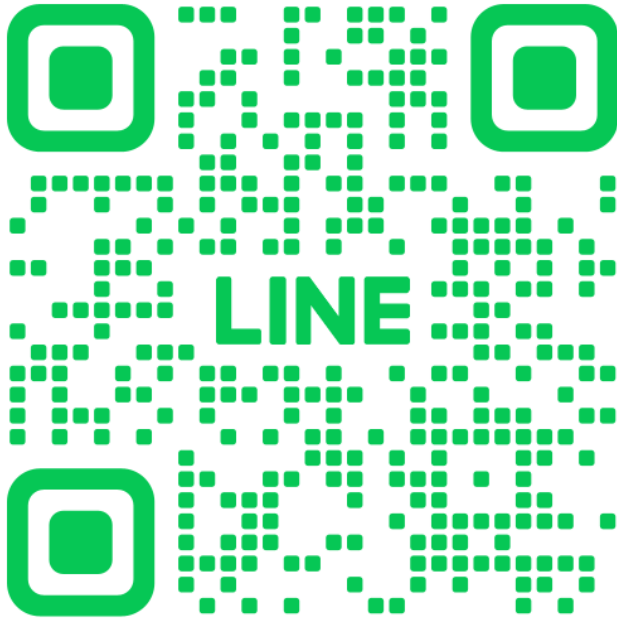
- Power usage Application Form (if necessary) (See P.39)

- Vehicle Entry Request Form (if necessary) (See P.40)

Please read this booklet carefully and make sure you don't forget to submit anything.

Contact Information

【2023 University Festival OIC Festival Stage Event Official LINE Account】



ID : @185hdrbk

If you have any questions regarding this booklet, please contact us via the LINE account above.

※Please tell us your group name and name when contacting us.

Publisher : RU Student Union Central Administration Office

University-wide Events Department