**2024 Welcome Events period Kinugasa**

**Welcome Festival Stage**

Recruitment booklet

Reception period

2.26mon～3.9sat



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This year's theme is:

It is “***dizzying***.”

***What is “dizzying”?***

It has the meaning of “dazzling” and “dizzying,” and imagines students who have hope for a new life. And from now on, it is intended to give a shout-out to the new students who will “turn” a new page of youth, and to the new second-year students and above. It also has the intention of making the group's performance glorious.

By performing on stage, each group will send encouragement for their new life, and it is expected that various organizations will be made aware of the various groups and that motivation for university life will be increased from spring.

*We hope that all the applicants will give excellent performances this year as well.*

Events Overview

Date & Time: April 3 (Wed) 12:10~13:00

April 4 (Thu) 12:15~13:30

Rehearsal date: April 1 (Mon)

April 2 (Tue)

\* There is a time when sound can be played

The rehearsal time will be adjusted at the time of the hearing.

Location: West Square (Facing Koushinkan)

Stage size: 6 m long and 8 m wide (not available under the stage)

Timetable:



Appearance format

Number of Organizations: 8

Performance time 10 minutes, changeover time 5 minutes or less

\* If there are multiple applications from one organization (applications from the same organization to separate groups), adjustments may be made in consideration of the balance of stage content.

\* Groups that have already applied or are planning to apply for the stage on another campus can also apply.

―Changeover time―

We will use the turnaround time to interview the performers about the theme of the stage. The content of the interview will be confirmed by the Ritsumeikan University Broadcasting Center (RBC) at the time of the hearing.

―What to do in case of rain―

Since the stage has a roof, it will be held even in rainy weather. However, if it is difficult to hold the event due to heavy rain, etc., the Ritsumeikan University Central Administrative Office University-wide Events Department (hereinafter referred to as the University-wide Events Department), the Welcome Events Executive Committee, RBC, and organizations (or performers) If it is judged by the four parties, it will be canceled.

―About sound output―

At the Kinugasa Campus, due to the relationship with neighboring residents, there is a restriction on the sound output during stage presentations only on CDs in principle. Performances using musical instruments are also possible, but please be sure to inform the University-wide Events Department in advance. On the day of the event, the University-wide Events Department will measure the sound, so there is a possibility that we will be instructed to perform within a certain standard range.

- About the placement and distribution of leaflets -

At this year's stage events, we plan to distribute leaflets in the audience seats. Leaflets to be distributed at that time will only be allowed to be distributed if approved by the Kinugasa Circle Booth EVENTS. Details will be explained at the hearing.

Prohibitions

1. Content that includes acts of violence, discrimination, religious solicitation, antisocial acts, acts contrary to public order and morals, etc.
2. Damage or loss of equipment or fixtures.
3. Other items that the University-wide Events Department deems inappropriate.

The above items are prohibited.

Flow up to the appearance

1.reception

Date & Time: February 26 (Mon) ~ March 9 (Sat)

How to accept: Submit submissions published in this booklet to the official LINE of Welcome Events period Kinugasa Stage events (hereinafter referred to as "events") within the period.

2.Selection Committee

Date: Monday, March 11

The performing groups will be selected by the selection committee. You do not need to participate in the selection meeting.

3. Notification of Selection Results

Date: Monday, March 11

The person in charge of the group will be notified of the result or rejection on the official LINE of this event.

4.hearing

Date & Time: March 12 (Tue) ~ March 22 (Fri) 11:00~18:00

We will discuss the content and method of the presentation with the University-wide Events Department and RBC.

5.rehearsal

Date: April 1 (Mon), April 2(Tue)

\* Detailed time will be discussed at the hearing.

Meeting point: West Square

◎ Depending on the time, it may not be possible to produce sound from the equipment. Groups that use musical instruments and groups that have refused to rehearse will be given priority to rehearse at the time when they can produce sound. Thank you for your understanding.

\* Boomboxes (speakers are not allowed) can be used, so in that case, please bring your own as a group.

◎ We ask for your cooperation in strictly observing the start and end times.

6. Production

Date & Time: April 3 (Wed) 12:10~13:00

April 4 (Thu)12:15~13:30

About Reception

Eligibility

1. Must be a member of the Ritsumeikan University 2024 Student Union

(Voluntary organizations are not included)

1. Most of the stage performers must be Ritsumeikan University students.
2. The person in charge of events must be a Ritsumeikan University student.
3. The person in charge of events is not also in charge of the circle booth events.

- Reception date and time -

February 26 (Mon) ~ March 9 (Sat)

―Reception location-

This event official LINE

(Please register from the QR code posted on the Welcome Events period Kinugasa Stage application form on the Welcome Events special website.)

-Submissions-

□ Entry Sheet

□ List of performers

□ Hearing Schedule Schedule

□ Pledge (Representative Only)

□ Request for use of electricity (if necessary)

□ Vehicle Entry Notification (if necessary)

□ Video data (for reference at the selection meeting)

Please send us the completed documents on the official LINE of this event in both Word and PDF file formats.

\* Please be sure to read and agree to the "Terms and Conditions for Personal Information" on p.12 before applying.

\*Please make sure that you are not in charge of stage events and circle booth events at the same time, and that the event manager is the person who will be performing on stage on the day of the event.

About the Selection Meeting

\* There is no need for groups to participate in the selection meeting.

―Implementation date―

March 11 (Mon)

―Judging Method―

The judges will judge using the video data sent to the official LINE of this event at the time of reception.

Judges: University-wide Events Department, RBC

―Screening Items―

1. Whether the structure and content of the performance are appropriate for the format of this event (15 points)
2. Have you achieved past activities and have the right technology for your presentation? (15 points)

After considering the above two items, we will select you on a 30-point scale. However, the score will not be disclosed.

―About the content of the video data―

・The video must be no more than 10 minutes.

・Please make sure that the content is as close as possible to the presentation to be made on the day.

・Do not make excessive edits (cuts, etc.) to the recorded video.

・Please submit the video data on the official LINE of this event.

-Announcement date of the selected groups-

March 11 (Mon)

\* Groups that pass the selection will be announced on the official LINE of this event.

About the hearing

We will have two discussions with the person in charge of each stage to prepare for the performance.

The schedule is based on your wishes at the time of reception.

-Date, time, and location-

Date & Time: 1st March 12th (Tue) ~ March 15th (Fri) 11:00~18:00

2nd session March 18 (Mon) ~ March 22 (Fri) 11:00~18:00

Venue: Zoom, Skype (if Zoom is not available)

\* Recording will be carried out

-Things to check at the hearing-

\* Details will be sent on the official LINE of this event when the passing groups are announced.

◎ Performance content

◎ Interview content

◎ Flow of the day (flow until appearance, management of valuables, etc.)

◎ About the final confirmation

Please participate in the hearing after confirming the number of performers and formations.

Terms and Conditions for Personal Information

Article 1 (Purpose)

These Terms of Use stipulate the protection of personal information acquired during activities by the University-wide Events Department (hereinafter referred to as the “University-wide Events Department”), the Ritsumeikan University Student Union Central Administrative Office.

Article 2 (Definitions)

For the purposes of these Terms, “personal information” refers to information that can identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

Article 3 (Responsibilities)

The University-wide Events Department is responsible for complying with these Terms of Use regarding the protection of personal information.

Article 4 (Person in Charge)

The General Manager of the University-wide Events Department shall be appointed as the person responsible for the handling of personal information in the University-wide Events Department.

Article 5 (Safety Management)

The Administrator shall instruct and supervise the University-wide Events Department to ensure compliance with these Terms and Conditions.

Article 6 (Safety Management)

The University-wide Events Department will strictly manage personal information so that it cannot be viewed by third parties.

Article 7 (Terms of Use)

The University-wide Events Department will use personal information only for the business necessary for the planning and operation of events or plans during the Welcome Events period.

Article 8 (Disposal)

The University-wide Events Department shall destroy personal information as soon as possible after all the operations stipulated in the preceding article have been completed.

Article 9 (Provision by Third Parties)

The University-wide Events Department does not provide personal information to third parties.

Article 10

Notwithstanding the preceding article, the University-wide Events Department may provide personal information to a third party in any of the following cases:

①When consent is obtained from the provider.

② When there is a request from the police, courts, etc. for disclosure of information related to the investigation of a case

1. When required by law

Corporate Sponsorship

What is corporate sponsorship?

Corporate sponsorship is the act of soliciting some kind of cooperation from organizations or companies outside the university in extracurricular voluntary activities. Specific examples include the placement of advertisements in leaflets and pamphlets, the acquisition of sponsorship fees associated with publication, and the acquisition of sponsored products. However, extracurricular activities are student-centered and not a place for corporate commercial activities. To ensure the independence of extracurricular activities and to prevent confusion among new students, permission is required by the University-wide Events Department. Thank you for your understanding.

\*The University-wide Events Department is not responsible for any problems that may arise with sponsoring companies.

\* The companies mentioned here refer to all external organizations such as for-profit corporations and non-profit corporations. (However, this excludes voluntary organizations belonging to Ritsumeikan University and voluntary organizations composed of Ritsumeikan University undergraduate students.)

\* Companies that are judged to be aiming to impose religious ideas or political principles will be judged to be inappropriate and will not be allowed to sponsor them.

Flow of Corporate Sponsorship

1. Carefully read and confirm the “Corporate Sponsorship Guidelines” on the next page.
2. Submit the “Corporate Sponsorship Application Form” and “Corporate Sponsorship Pledge” at the time of reception.

(3) At the time of the hearing, submit the details of the corporate sponsorship and a sample of the sponsorship (goods such as company advertisements and products).

\* If the sample is stamped with a permission stamp and sponsorship is allowed, and the event is approved, sponsorship will be possible.

Corporate Sponsorship

Sponsorship that organizations can receive from companies

・ To receive advertising placement and creation fees when creating pamphlets for events

・ Receiving items to be used for prizes at events

・ Borrowing or receiving items used in events free of charge

・ To have funds provided for the operation of events

What a company can ask an organization for as a consideration for sponsorship

・ Publication of the company name (posters, pamphlets, HP, SNS, etc.)

　Published)

・ Introduction within the company (However, it is prohibited for the company to appear at events)

・ Exhibition of items used and distributed in the event

・ Advertising on flyers that are about events

Distribution of samples of corporate prizes as prizes

What companies should not ask organizations for sponsorship?

・ Commercial activities for commercial purposes (such as the sale of goods on campus or contracts)

・ People from the company will appear at events to advertise the company.

・Provision of corporate booths (a certain place on the premises for companies)

・Conduct a questionnaire (except for the University-wide Events Department, where the effect of corporate sponsorship is measured, and the target is only event participants)

・Posting job advertisements and recruiting activities in all occupations

・ Posting real estate advertisements (however, it is possible to declare only the name of the company)

・Students must wear corporate uniforms (however, it is possible to borrow costumes that are not corporate uniforms)

・Entry of company personnel

・Other things that the University-wide Events Department deems inappropriate.

What are the specific advertising tolerances?

|  |  |
| --- | --- |
| Posters, single-sided leaflets | Less than 1/2 of the total |
| Double-sided leaflet | Less than 1/2 of the total(One side is not allowed to be advertised on all sides.) |
| brochure | Less than 1/2 of the total |
| Pocket tissues | Less than 1/2 of the total(The part that has been designed such as printing is the whole.) When inserting leaflets, etc., follow the regulations for pocket tissues. ) |
| Video (still image) | Less than 1/4 of the total |
| Video (Video) | Airtime is 30 seconds or less.→Less than 1/5 of the entire (If it is longer than 30 seconds, the Department will determine its validity.) \* If a still image is displayed in the video.→ Still image area: 1/4 or less of the total area of the screen\* When the broadcast time is 30 seconds or less, including when still images are displayed.→Less than 1/5 of the entire(If it is longer than 30 seconds, the Department will determine its validity.) |
| voice | Broadcast time is 40 seconds or less.→Less than 1/5 of the entire(If it is longer than 40 seconds, the Department will determine its validity.)  |
| Other than the above | Less than 1/4 of the total |

Precautions

・Please be sure to submit the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Pledge" on the official events LINE in advance, and submit a sample to the University-wide Events Department at the time of the hearing.

　(\* If corporate sponsorship is not permitted, distribution and exhibition will not be possible.)

・Sponsorship may not be permitted if corporate sponsorship impairs the autonomy of students in events, or if the University-wide Events Department determines that the event will reach a scale that far exceeds the framework of student activities.

・Please be sure to submit a sample to the University-wide Events Department and obtain permission before submitting or creating a handout.

(\* At the time of sample submission, even if the amount of advertising is less than the above permission range, if the University-wide Events Department determines that there is a strong commercial color, caution or warning may be issued.)

・For video and audio, please bring a sample in advance and consult with the University-wide Events Department.

・Distribution and posting of leaflets created by companies is prohibited.

(\* If the content of the leaflet is considered by the organization itself, it is acceptable to place an order with a printing company.)

・Venture companies and industry-academia joint projects are also included in corporate sponsorship.

Penalties

・ If you sponsor a company without applying to the University-wide Events Department.

・ If you do not follow the guidelines.

・ If you use something different from the one confirmed by the University-wide Events Department.

Corporate Sponsorship Application Form

|  |  |
| --- | --- |
| Events Name: | Organization Name: |

|  |  |
| --- | --- |
| Group Leader: | Name： |
|  | Student ID Number: | Mobile phone number: |
| Head of Events: | Name： |
|  | Student ID Number: | Mobile phone number: |

☆ Reasons for receiving corporate sponsorship

|  |
| --- |
|  |

☆ Company sponsorship name (all)

|  |
| --- |
|  |

☆ Corporate form

 [ ] Earn publication fees through advertising[ ] Merchandise Acquisition[ ]  Lending of goods [ ] Transfer of goods [ ] Industry-University Joint Projects[ ] Other ( )

☆ The reason and form of the company entering the premises on the day

|  |
| --- |
|  |

☆ What to do for companies

 [ ]  Publication of company name → [ ]  Posters [ ] Leaflets [ ] Stickers [ ] Other( )

 [ ]  Handouts→ [ ]  Posters [ ] Leaflets [ ] Stickers [ ] Other( )

☐ Exhibition of prizes

☐ Other( )

☆ Price of ad acquisition

|  |  |  |
| --- | --- | --- |
| Unit price | Number | Sum |
| e.g.: ¥500 | Example: 30 | e.g.: ¥15000 |
|  |  |  |

Stage Entry Sheet

\*Please submit in both Word and PDF file formats.

Name of organization

Number of Performers

|  |  |  |
| --- | --- | --- |
|   | Representative of the organization  | Head of Events  |
| Name |   |   |
| Student ID number |   |   |
| Faculties and Year |   |   |
| Mobile phone number |   |   |
| Mobile email address |   |   |
| On-campus e-mail address | @ed.ritsumei.ac.jp  | @ed.ritsumei.ac.jp  |

**\* We may contact you for confirmation, so please be sure to enter a mobile phone number and email address that can be contacted.**

●Please mark all groups that have entered at other campuses with a circle.

 ( OIC / BKC )

● About the waiting room (please mark 〇)

Will I use the waiting room on the day of the event? (Yes/No)

Do you allow free filming of the audience?　 (Yes/No)

\* In the case of shooting restrictions, the group will be asked to prepare bibs to determine who has permission to shoot. Details will be explained at the time of the hearing.

≪ Contents of the presentation≫

●Introduction of the organization (activities, achievements, attractiveness, etc.)

\* It will be used as part of the screening process at the time of the selection meeting.

|  |
| --- |
|   |

● Please fill in the songs to be announced (music groups only) \* Including a cappella circles, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| song title  | Song description  | Check to one of them.  | Time  |
|   |   | □ Copy□ Original  | min  |
|   |   | □ Copy□ Original  | min  |
|   |   | □ Copy□ Original  | min  |

\* Due to the appearance time, the number of songs announced may be reduced. Thank you for your understanding.

● Please fill in the equipment and equipment to be used (required)

【Equipment used】

|  |
| --- |
|   |

\* If you want to use electricity, you will need to submit a Power Usage Application, and if you need to enter a vehicle, you will need to submit a Vehicle Entry Notice.

 ● Please fill in the details of the presentation \* It will be used as part of the screening at the selection meeting.

1) Whether or not a sound source is used (BGM or sound effects) at the time of admission or in the song, and the number of songs (check for either)

□ Yes ( ) Songs

□ None

2)Performance content (specific presentation flow, highlights, etc.)

|  |
| --- |
|   |

3) Presentation time (Preparation time: 3 minutes, Performance time: 10 minutes)

|  |  |  |  |
| --- | --- | --- | --- |
| Desired presentation time(Excluding preparation and withdrawal) | min  | Preparation and withdrawal time(Scheduled changeover time) | minute  |

\* If you expect that the preparation time will not fit in 3 minutes, please contact us.

4)About the presentation time of the day

If you have a time when you cannot do it, please fill it in. At that time, be sure to specify the reason.

Please.

\* If the reason is not clearly stated, it cannot be considered. In addition, it is not possible to specify the presentation time on the day.

|  |
| --- |
|   |

Regarding the time of appearance, we may not be able to meet your request due to the structure of the stage.

●About personal information











[Personal information]



I agree to the Privacy Policy"

Fill in your personal information

If you do, please add ✓ to "I agree."





□



I agree.



If you have any further questions, please contact the University-wide Events Department.

Organization name 【 】

#### List of performers

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Year | Faculty  | Student ID number  |
|   |   |   |   |
|   |   |   |   |
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Hearing Schedule

Name of organization

・We will hold a hearing with the person in charge as a meeting for the presentation on stage.

Please write your × at a time when it is inconvenient for you, and you cannot leave. Also, please make sure that the first and second times are on the same date when the same person can come.

\* The hearing time is expected to be one hour.

[1st time]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |  March 12(Tue)  | March 13 (Wed) | March 14(Thu) |  March 15(Fri) |
| 11：00～  |   |   |   |   |
| 12：00～  |   |   |   |   |
| 13：00～  |   |   |   |   |
| 14：00～  |   |   |   |   |
| 15：00～  |   |   |   |   |
| 16：00～  |   |   |   |   |
| 17：00～  |   |   |   |   |

[2nd time]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | March 18 (Mon) | March 19 (Tue) | March 20 (Wed) | March 21 (Thu) | March 22 (Fri) |
| 11：00～  |   |   |   |   |   |
| 12：00～  |   |   |   |   |   |
| 13：00～  |   |   |   |   |   |
| 14：00～  |   |   |   |   |   |
| 15：00～  |   |   |   |   |   |
| 16：00～  |   |   |   |   |   |
| 17：00～  |   |   |   |   |   |

## Pledge

Ritsumeikan University Welcome Events Executive Committee

Executive Committee Chairperson: Yuki Konishi

We pledge to strictly adhere to the following items when participating in events at the 2024 Kinugasa Welcome Festival. If you violate any of the following, you will not be punished in any way.

(1) Do not engage in violent, discriminatory, religious, or antisocial acts during events and rehearsals.

(\*Excluding events and rehearsals permitted in consultation with the Ritsumeikan University Welcome Events Executive Committee and the University-wide Events Department.)

(2) The organization shall be responsible for accidents that occur for reasons other than force majeure during participation in events.

(3) In the event of damage or loss of equipment or destruction of facilities, the organization shall be responsible for compensation.

(4) If a decision to cancel the event is handed down by a member of the University-wide Events Department of the Ritsumeikan University, or a university official, immediately follow the instructions.

(5) Comply with the matters described in this booklet.

(6) Central Secretariat University-wide Events Department agree to the terms and conditions regarding the protection of personal information.

(7) In the event that a group prepares a photographer, the University-wide Events Department agrees to designate a mark that identifies the person with the permission to photograph.

(8) The University-wide Events Department shall not be liable for any troubles if spectators are allowed to take pictures freely.

(9) In addition, follow the instructions of the Ritsumeikan University Student Union New Welcome Executive Committee and the University-wide Events Department, the Ritsumeikan University Student Union Central Administrative Office.

DD/MM/2024

Name of organization

Group Officer

Current Residence

Contact (mobile)

Application for Electricity Usage

 If you wish to use electricity for this event, please fill out this form.

Please convert it to PDF data and submit it.

 [Watt (W) = Ampere (A) × Volts (V)]

If you do not know the power in the on-campus equipment, please contact the University-wide Events Department.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appliance name | Number | Watts (W) per 1 piece | Total Watts (W) | Utility |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |

 Total Watts (W)

Name of organization

Name of the person in charge of the organization

 Contact information (mobile number)

Vehicle entry notification

If you need to enter the vehicle on the day of the announcement of this event, please check the precautions, fill in the notes, convert it to PDF data, and submit it. Please be sure to fill in all the fields. If there are any deficiencies, we will not be able to issue a vehicle entry permit.

|  |  |
| --- | --- |
| Name of organization |   |
| Head of Events | Name | Student ID number  |
| Contact (mobile)  |
| Group Officer | Name | Student ID number  |
| Contact (mobile)  |
| driver(Fill in your student ID number only if you are a student) | Name | Student ID number  |
| Contact (mobile)  |
| Desired date and time of entry | Date: Time: : - : |
| Date: Time: : - : |
| Reason for entering the campus.(Please fill in the details) |    |
| Details of carry-out and carry-in equipment |    |
| Car license plate number | Example: 京都 １ １ １ あ １ １ － １ １  |
|    |
| Model name and vehicle name.(In the case of a rental car, enter the name of the company and the name of the store) | □ Private Car □ Car Rental □ Truck ( t)  |
| (e.g. Hiace)  |
| The color of the car |   |
| Name of the contractor (if requested) |   |

\* There is a possibility that you will be asked about the route of the vehicle entry at the hearing, so please consider it in advance.

\*Please submit one ticket per vehicle. In the unlikely event that you have more than one unit, please make a copy and fill in and submit the second and subsequent units in the same way as the first one.

\* When entering the premises, please follow the instructions of the security guards.

List of Submitted Materials

□ Entry Sheet

□ List of performers

□ Hearing Schedule Schedule

□ Pledge \*Representative only

□Video data to be used in the selection

□ Application for power use \*Only when necessary

□ Vehicle Entry Notification \*Only when necessary

Please read this booklet carefully and at the reception

Please submit them so that there are no incomplete or missing documents.

●Contact●

Ritsumeikan University Student Union Central Administrative Office University-wide Events Department Kinugasa Branch Stage Division

#### T E L:075-465-7891 Hours: 13:00~17:00

(Saturdays, Sundays, and holidays are not supported.)

Stage Official LINE Account



Publisher: The Ritsumeikan University Student Union Central Administrative Office University-wide Events Department