

# **FY2024 Welcome Events Period**

Welcome

festival

stage

**Recruitment Booklet**

**Reception Period: March 10th – March  
16th**

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# Outline of the OIC Stage Events

Date & Time: April 3 (Wed) 12:30-13:00

April 4 (Thu) 12:00-12:30

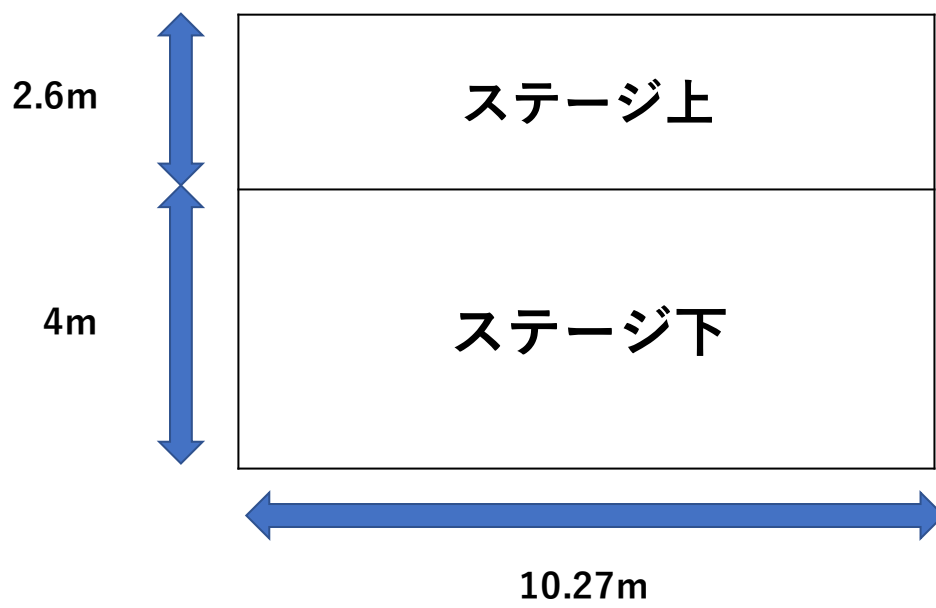
Location: Sky Plaza      On stage: Depth 2.6m × Width 10.27m

Under the stage: Depth 4m × Width 10.27m

- \*Please note that the implementation time is subject to change.
- \* The size of the stage and the viewing area may also be smaller than planned.

## 【Sky Plaza】





## 【Recruitment】

- Recruitment of performance groups only
- \* For details, please refer to the section on sound output on P.9
- Each group will have 10 minutes to give a presentation (not including the conversion time).
- Recruitment quota: 4 organizations
- \* In some cases, the number of recruiting groups may increase or decrease.
- **Groups that have already applied or are planning to apply for the Welcome Festival Stage Events on other campuses can also apply.**
- \* Both the person in charge of the project and the performers must be different from the events participating on other campuses.

## 【Qualifications】

- ① More than half performers must be Ritsumeikan University students.
  - ② The person in charge of planning must be a Ritsumeikan University student.
  - ③ You must not oversee group events and being in charge at the same time.
  - ④ In the planning of the circle booth, not only the person in charge of planning but also the participant in the project must not be concurrent.
  - ⑤ Must be a member of the Ritsumeikan University Student Union. (Voluntary organizations are not included)
- \* It is not possible to serve as both a planning manager and a group manager at the same time.

## 【About the conversion time】

- The turnaround time for each group appearance is 5 minutes.
- In addition, an interview will be conducted by Ritsumeikan University Broadcasting Center (RBC) before and after the recital.
- The contents of the interview are filled in on the pre-interview response sheet, so please check it.

## 【About the distribution events】

Since the time for stage event coincides with the lunch break, and many of the new students eat lunch in the cafeteria or on campus. There is a possibility that they will not be able to visit the stage, so this year we will be live streaming on Instagram on the welcome festival account. Therefore, the groups that appear in the stage project will be deemed to have agreed to the distribution.

## 【Measures to be taken in case of rain】

Since the Sky Plaza has a roof, it will be carried out even in rainy weather. However, if it becomes difficult to carry out this project due to bad weather, the Ritsumeikan University Student Union Central Administrative Office University-wide Events Department (hereinafter referred to as the “University-wide Events Department” ), RBC, Ritsumeikan University Student Union Central Administrative Office Welcome Events Executive Committee (hereinafter referred to as “Welcome Events Executive Committee” ) will discuss and decide whether to cancel the stage

event one hour before the start of this. In the event of severe weather during the implementation of the stage event (hereinafter referred to as the “the event” ), we will decide whether to cancel it in the same way. If the Welcome Festival itself is canceled, this event will also be canceled. In any case, the performing group will be contacted from the official LINE of the stage event and informed of the cancellation.

## Flow up to the appearance

(1) Reception \*Please see P.11-12 for details.

Reception period: March 10 (Sun)– March 16 (Sat)

Submission destination: Student Union HP Welcome Festival OIC  
Stage Event Application Google Form

(2) Selection Meeting \*Please see P.13-14 for details.

Date & Time: March 19 (Mon) 13:00–

Location: Student Lounge, 3rd floor, Building A

The performing groups will be selected by the selection committee.

\* You do not need to participate in the selection meeting of the group because you will submit a video of the group to Google Form and the selection meeting will be held by the University-wide Events Department and RBC using it.

(3) Announcement of groups that passed the selection

meeting \* Please see P.13-14 for details.

Date & Time: March 19 (Tue) 12:00–23:59

\* The project manager and the group manager will be notified of the results of the selection by e-mail. They should be able to receive the notifications.

\* We will also send an email to organizations that did not pass the selection meeting.

#### (4)Hearing \*Please see P.14-15 for details.

Period:

1st session: March 20 (Wed), March 21 (Thu)

2nd session: March 24 (Sun), March 25 (Mon)

We will have a meeting with the University-wide Events Department and RBC about the content and method of the recital.

\*The hearing will be held via Zoom. (Zoom links will be contacted by e-mail to the person in charge of event and the person in charge of the organization by the day before the hearing.)

#### (5)Rehearsal

Date & Time: April 2 (Tue) 11:00-16:00

Venue: Sky Plaza

Submissions: Pledge (Please print it out and bring it with you.)

\* You will be asked to sign directly at the time of rehearsal.

⊙ For groups without sound, in principle, rehearsals will be held only on an ad hoc basis.

\* Rehearsals using Bluetooth speakers and smartphones can be performed. Rehearsals may be held using Bluetooth speakers or smartphones. In that case, use your things.

⊙ Groups with sound production are groups that use musical instruments and groups that are judged by the University-wide Events Department to be organizations with sound production, such as a cappella circles. Please strictly observe the start and end times.

⊙ The rehearsal time varies depending on the group, so we will inform you of the detailed date and time at the hearing.

⊙ If the rehearsal date is due to severe weather or the schedule does not match, a rehearsal will be held from 9 a.m. on the



day of the Welcome Festival. In that case, we will announce it on our official line.

## (6) Production

Date & Time: April 3 (Wed) 12:30–13:00

April 4 (Thu) 12:00–12:30

Venue: Sky Plaza

© On the day of the event, please take valuables with you when the person in charge of the University-wide Events Department guides you from the waiting room to the stage. During your performance on stage, your organization's representative should take care of them. We will not set up a tent for changing early.

\* Each organization is responsible for its own valuables. The University-wide Events Department will not be responsible for any loss of belongings or problems with valuables. The university will not be responsible either.

## About sound output

Due to the relationship with residents, OIC has a restriction on the production of sound during stage recitals only on CD in principle.

Exceptional performances using musical instruments are also possible. In that case, please contact the University-wide Events Department in advance.

# Prohibitions

- ① Acts or remarks that slander or insult others in the presentation.
  - ② The content of the announcement is offensive to public order and morals.
  - ③ Make presentations that contain religious or political content.
  - ④ Damage or destruction of equipment and fixtures on stage.
  - ⑤ Other acts or remarks that the University-wide Events Department and the Welcome Events Executive Committee deem inappropriate.
- \* If you violate these prohibitions, we will take strict measures such as reimbursement of equipment and supplies and cancellation of your appearance on the stage project. Thank you for your understanding.

# About Reception

Period: March 10 (Sun)– March 16 (Sat)

Submission destination: Welcome Festival OIC Stage Events  
Google Form

Number of organizations: 4 in total

## 【Reception flow】

Please go to the Welcome Festival OIC Stage Google Form on the Ritsumeikan University Student Union website and send the necessary documents to be filled in and submitted. (Please fill in the e-mail address that you use frequently.)

Submit to: <https://forms.gle/jPcvAztJD1DKEjwbA>

## [Submissions]

- Welcome Festival OIC Stage Events Google Form (Student Union HP)
- Entry Sheet
- List of performers
- Hearing Schedule
- List of Hearing Questions
- Pledge
- Group introduction photo to be published on the special website of the Welcome Festival and the Welcome Festival pamphlet (1 photo)
- Video for Selection (mp4)

## [About the content of the video]

- The video should be no longer than 10 minutes.
- Please submit your video in mp4 format.
- Past videos and edited videos will also be accepted, but please

make the content as close to the recital as possible.

### **【Notes】**

- Please note that submitted documents and video data cannot be returned.
- Please make sure that you are not concurrently in charge of planning with other projects (circle booth events, group leaflet distribution events). If you are concurrently in charge, we may ask you to change the person in charge or decline to appear.
- \* Responsible persons cannot also be assigned to events held at other campuses.

# About the Selection Meeting

## 【Date, time and place】

Date & Time: March 18 (Mon) 13:00-

Location: Student Lounge, 3rd floor, Building A

\* Groups do not need to participate in the selection meeting.

## 【Judging Method】

Using the video uploaded to the Google form at the time of reception, the University-wide Events Department, RBC, will score based on the following selection criteria. (Please note that the score will not be disclosed for any reason.)

## 【Selection Criteria】

Based on the following criteria, the performing groups will be determined. There will be three scoring items, and a total of 30 points will be judged on a 10-point scale for each standard. In the event of a tie in the total score, priority will be given to the group with the highest score in 1.

1. The content is suitable for the stage and can entertain new students and students in their second year or above.
2. It can perform adequately on stage and has the uniqueness of the group.
3. The documents submitted are accurate.

## 【Announcement date of the selected groups】

March 19 (Tue) 12:00-23:59

\* The announcement of the groups that passed the selection

meeting will be changed by e-mail. We will also send an email to the unsuccessful organizations. Thank you for your understanding.

## About the hearing

We will have two discussions with the University-wide Events Department's stage and RBC about the stage planning appearance. Groups that have been confirmed to appear will receive an e-mail confirming their appearance from Tuesday, March 12th.

### **【Date, time and place】**

D a t e :

1st session: March 20 (Wed), March 21 (Thu)

2nd session: March 24 (Sun), March 25 (Mon)

Location: Zoom \*Link to Zoom will be sent via the official LINE.

Time: 9:00-17:50

### [Submissions]

- Request for use of electricity (if necessary)
- Vehicle entry application form (if necessary)

\* Please submit it in PDF form.

### [Things to check at the hearing]

At the time of reception, you will be asked to answer a list of hearing questions and submit them. We will interview the contents of the answers to the questions. **Therefore, please be as specific as possible in the list of hearing questions submitted at the time of reception.**

## 【Notes】

- Please be punctual.
- Please check the number of performers, formations, etc. before participating in the hearing.
- In the unlikely event that you are late, please contact the contact information on P.19.
- In principle, two persons, the project manager and the group manager, should participate in the hearing. (In the unlikely event that they are unable to attend, a substitute should participate.)
- Please make sure that the same person participates in the first and second sessions.
- If you are absent from the hearing without permission, we may take measures including cancellation of your appearance. Thank you for your understanding.

# Terms and Conditions for Personal Information

(Purpose)

Article 1

The purpose of this agreement is to protect personal information acquired by the University-wide Events Department (The following are the Department) during its activities.

(Definition)

Article 2

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.

(Responsibilities)

Article 3

This department is responsible for complying with this agreement regarding the protection of personal information.

(Person in charge)

Article 4

As the person responsible for the acquisition of personal information protection in this department, the general manager of this department shall be appointed as the person in charge of managing.

Article 5

The manager shall instruct and supervise the members of this department to ensure that they comply with these terms.

(Safety Management)

Article 6

This department will strictly manage personal information so that it will not be viewed by third parties.

(Purpose of use)



Article 7

This department will use personal information only for operations necessary for planning or planning and operating during the Welcome Events Period.

(Disposal)

Article 8

This department shall promptly dispose of personal information after all the operations stipulated in the preceding article have been completed.

(Provision for third parties)

Article 9

The department will not provide personal information to third parties.

Article 10

Notwithstanding the preceding article, in any of the following cases, the department may provide personal information to a third party.

1. When consent is obtained from the provider
2. When there is a request from the police or a court for disclosure of information related to the investigation of the case
3. When required by law

# List of Submissions

## 【At the time of reception】

- Welcome Festival OIC Stage Planning Google Form (from the alumni association website)
- Entry Sheet
- List of performers
- Hearing Schedule
- List of Hearing Questions
- Pledge
- Group introduction photo to be posted on the special website and Welcome festival pamphlet (1 photo)
- Video for Selection

\* Please make a copy so that each organization can check the contents of the submission.

## 【At the time of the hearing】

- Request for use of electricity (if necessary)
- Vehicle entry application form (if necessary)

## 【At the time of rehearsal】

- Pledge (Please print it out and bring it with you.)
- You will be asked to sign in person during the rehearsal.

# Inquiries

Ritsumeikan University Student Union Central Administrative  
Office University-wide Events Department OIC Branch

M A I L: oic24stage@gmail.com

\* Please write “Welcome Festival OIC Stage Project” in the  
subject line.

H o u r s: 10:00-20:00

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

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

Please read this booklet carefully and make sure  
that you do not miss any submissions.