List of documents to be submitted by the recruiting organization

Please be sure to fill in the required information so that there are no blanks.

The contents of these documents will also be one of the scoring criteria for the selection meeting.

Submission form:<https://forms.gle/jPcvAztJD1DKEjwbA>

Contact: oic24stage@gmail.com

Entry Sheet

Group Name:　　　　　　　 Number of performers:

|  |  |  |
| --- | --- | --- |
|  | Group Officer | Person in charge of planning |
| Phonetic |  |  |
| name |  |  |
| Student ID number |  |  |
| Faculty and academic year |  |  |
| Mobile phone number |  |  |
| On-campus e-mail address | ＠ed.ritsumei.ac.jp | ＠ed.ritsumei.ac.jp |

\* We may contact you for confirmation, so please contact the person in charge who can be contacted

・Organizations that have entered (or are planning to enter) at other campuses should be marked with a circle.

(Kinugasa/BKC)

#### ≪ Contents of the presentation≫

● About the waiting room (please mark 〇)

・Will you use the waiting room on the day of the stage project (yes/no)?

・ I would like to restrict the taking of photographs by spectators (Yes/No)

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

\* It will be used as part of the screening 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 | minute |
|  |  | □ Copy□ Original | minute |
|  |  | □ Copy□ Original | minute |

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

● Please fill in the equipment and fixture 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 Application Form” separately.

●Please fill in the details of your presentation (it will be used as part of the screening at the selection meeting.)

1. Whether or not, sound sources are used (BGM and sound effects) at the time of entry or in the song, and the number of songs (Please check either of them.)

□ Yes ( ) Songs

□ None

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

|  |
| --- |
|  |

3) Presentation time (Desired presentation time: 10 minutes maximum)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Desired presentation time | min | Prep Time | min | Withdrawal time | min |

4) Presentation time on the day of the event

If there is a time when you cannot participate, please write down the reason as well.

\* 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. Thank you for your understanding.

|  |
| --- |
|  |

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

●About personal information

If you have any other questions, please contact the University-wide Events Department listed in the application booklet.

If you agree to the "Terms on the Protection of Personal Information" in the recruitment booklet and would like to enter your personal information, please check "I agree."

[Personal information]

I agree.

#### Organization name 【 】

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Grade | Faculty | Student ID number | Remarks column (Name of university) |
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#### List of performers

\*If you are from another university, please fill in the name of the university in the remark's column.

### Schedule of Hearing Requests

Name of organization

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

If there is a time when you can never hear, please write X.

Also, please make sure that the first and second times are on the same date when the same person can come.

(As a general rule, two people, the person in charge of planning and the person in charge of the organization, should participate.)

\* The hearing time is about 1 hour.

1st

|  |  |  |
| --- | --- | --- |
|  | March 20 (Wed) | March 21（Thu） |
| 9：00～ |  |  |
| 10：45～ |  |  |
| 12：55～ |  |  |
| 14：40～ |  |  |
| 16：20～ |  |  |

2nd

|  |  |  |
| --- | --- | --- |
|  | March 24 (Sun) | March 25 (Mon) |
| 9：00～ |  |  |
| 10：45～ |  |  |
| 12 : 55～ |  |  |
| 14：40～ |  |  |
| 16：20～ |  |  |

**Hearing sheet (Special Division) \*Filled in by all organizations**

1. Do they need an application form for entering the vehicle and applying for the use of electricity?
2. Do they need a waiting room? If so, how many rooms do they need?
3. Is the waiting room separate for men and women?
4. Do they plan to play in the dressing room?
5. They can use it from 1 hour before the start of the performance to 30 minutes after the end of the performance, is that okay?
6. Is there anyone in the group who will be filming during the production?
7. We are planning to live stream on the day of the event on the University-wide Events Department's welcome events Instagram, is that okay?
8. Is it okay to print out a PDF of the pledge at the rehearsal and ask them to bring it to us?
9. The rehearsal is scheduled to be held on April 2nd from 11:00~16:00, but is there a time when you cannot attend?

10. You are to take care of your valuables on stage yourselves, is that OK?

11. Rehearsals shall be limited to 60 decibels, and sound measurements will be carried out by the University-wide Events Department. If it exceeds that, is it okay to ask the volume to be lowered?

12. Are there any other questions you would like to ask during the first hearing?

**Hearing Sheet (RBC) \*Fill in for non-band groups**

[About the performance content]

・Please tell us about the performance, flow, and time scale. (Song title, song measure, presence or absence of group MC, number of performers per song)

・Please tell me the number of performers (overall).

All [ ] people

・Please tell me about comings and goings.

【　　 】Enter【　　 】Leave

・ Timing of admission (Being on the stage when the curtain opens, After catchphrase or After SE)

【　　　　　　】

・ Whether or not it is used under the stage

[Yes / No]

・ Whether or not there is a change in performance in rainy weather [Yes / No]

(If so, please specify the details of the change.)

・ Timing of song release

【　　　　　　】

・ Whether or not there is BGM for entry and exit

[Yes / No]

・ Whether or not to bring props [Yes / No]

(If you have props, please mention what you will be bringing.)

・What is your catchphrase?

e.g. It makes a nice sound! This is Ritsumeikan University ○○ Circle!

・Please fill in the catchphrase if you have any requests.

(Say one or say two? Man? Woman?)

・Please describe what you want to do in the rehearsal.

[About the interview]

・Before the performance, the moderator of RBC will interview you for about 5 minutes.

At that time, please fill in the name, grade, and name of the person who will be answering the interview (the name you want the moderator to call you**).**

(Please have about 1~2 people answering the interview.)

|  |  |  |
| --- | --- | --- |
| **name** | **Grade** | **How to call** |
|  |  |  |
|  |  |  |
|  |  |  |

・Please provide **3-5 questions** you would like us to ask during the interview and the answers to those questions.

\* Due to time constraints, we may not be able to ask all questions, **so please fill in the questions with the highest priority.**

・ Please indicate any questions you do not want us to ask in the interview.

[About acoustics]

\* About the handling of CDs

The data is passed from the organization to the University-wide Events, and the data is shared with the RBC.

Please send data in wav format.

・ Use of SE [Yes / No]

(If so, please indicate when required.)

・ Use of songs during the performance [Yes / No]

(If so, please enter the timing of playing for each song.)

・ Use of microphones (including group MCs) during performances [Yes / No]

(If so, please tell us the number of microphones and when to use them.)

・Please indicate the name of the person who will be the MC for the group and the grade.

If you do not have a MC, you do not need to fill in the form.

|  |  |
| --- | --- |
| **Name** | **Grade** |
|  |  |
|  |  |
|  |  |
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・ Are there any microphones that you are bringing in? (If yes, how many and what kind of them?)

[Yes・ No] Number of microphones: Kind:

・ Microphones prepared by RBC. How many microphones are needed?

[Yes・ No] Number of microphones:

・ Microphone stand [Yes / No]

・ Whether or not to change clothes early [Yes / No]

・ About returning the CD [Wish/ No wish] (If you do not wish, RBC will dispose of it.)

**Hearing Sheet (RBC) \*Band group entry**

Organization Name:

Name of Organization Representative:

[About the performance content]

・Please describe the flow of their performance in detail. (Song, song measure, presence, or absence of group MC (and name if so), fraction, number of performers per song, entrance, etc.)

・Admission: ☐ Stage left ☐ Stage right

\* Possible to have them enter and exit on the right side only.

・Please indicate the timing of admission. (Being on the stage when the curtain opens, after the catchphrase,　After SE.)

・Exit: ☐ Stage left ☐ Stage right

It may be possible to enter and exit only from the left side.

・Please indicate the timing of your exit.

・Please enter your catchphrase.

\* \*The catchphrase is said by the RBC moderator before the group performance begins.

It will signal the start of the group's performance.

e.g., "Ritsumeikan University's only △△ group! The ○○ is here!

・ If you have a request for how you would like the moderator to say the catchphrase, please fill it in.

(One person, two people at the same time, etc.)

・Under stage use: ☐Yes ☐No

\* If yes, please enter the range of use and how many people will use it.

・ Whether or not to bring props: ☐Yes ☐No

\* If yes, please fill in the details of the props.

・ Whether or not to change clothes early: ☐Yes ☐No

\* Depending on the location and time of the tent, it may not be possible to accommodate the desired entrance.

Please be aware of this.

・ Change of contents in case of rain: ☐Yes ☐No

\* If yes, please describe how you want to change it.

・Please describe what you would like to do at the rehearsal.

[About acoustics]

〇 If you want to play a song or SE (sound source), you will be asked to submit all the data prepared by the organization to RBC, and RBC will play it. We will inform you of how to submit the data at the time of the hearing.

・ Use of SE: ☐Yes ☐No \* If yes, please let me know when to play that music.

・ Admission song: ☐Yes ☐No \* If yes, please let me know when to play that music.

・ Exit song: ☐Yes ☐No \* If yes, please let me know when to play that music.

・ Microphone stand: ☐Yes ☐No

**〈Please respond only to groups that use microphones during the stage〉**

・ Microphones prepared by the group: ☐Yes (number of microphones: ) ☐No

If yes, please also enter the number and type.

・ Microphones that you want to prepare on the RBC side: ☐Yes (number of microphones: ) ☐No

If yes, please also enter the number.

Do you prefer wireless or wired?

Wired  Wireless

\* Please be aware that we may not be able to meet your request.

Which guitar amp do you use?

Marshall JCM-900(Head) 1960A(Bottom) Roland JC-120  Not used

・ The guitar is scheduled to be recorded with a basic microphone, is that okay? ☐Yes ☐No

・Did you like the bass amp here? ☐ Yes  Not used

Ampeg SVT-350H(Head) Ampeg SVT-810E (Bottom)

The acoustic guitar and bass are basic line recordings, are you sure? ☐Yes ☐No

・ Did you like the drums here? ☐ Yes  Not used

YAMAHA Maple Custom

・Which one is TOM? ☐ 1TOM ☐ 2TOM

・Which is your dominant hand?  Right-handed Left-handed

・Can you bring my own pedals? ☐Yes ☐No

・Do you bring cymbals? ☐Yes ☐No

・Are you sure you like the keyboard here? ☐ Yes  Not used

Roland JC-85

・ Was it okay to have 4 legs for the stand? ☐ Yes  Not used

・Do you prefer stereo or monaural sound? ST Mono

・ We will check again at the time of rehearsal, but is there a sound that you would like to emphasize with the return speaker?

☐Yes ☐No \* If yes, please enter the sound you want to emphasize

[About the conversion diagram]

・ We would appreciate it if you could fill in the conversion diagram (layout diagram) of where and what to use when using microphones and equipment below.

Right

Left

Front of the stage

[About the interview]

〇 During the transition after the performance, we will interview the two moderators of RBC for about 3 to 5 minutes. Please have two or one person answering the interview.

Due to time constraints, the number of questions may increase or decrease.

・ Please fill in the grade, name, and name of all those who will be interviewed on the day.

Grade:

Name:

How to call from the moderator:

・Interview timing: Before the performance After the performance

・ Direction in which the interviewee enters and exits

Enter: ☐ Stage left ☐ Stage right Exit: ☐ Stage left ☐ Stage right

\*It may be possible to enter and exit only from the left side.

・Please write down the questions you would like the moderator to ask in the interview. (About 3~5)

\* Due to time constraints, we may not be able to ask all questions, so please include the priority of your questions. Also, it would be helpful if you could write as many answers to your questions as you can.

・We may ask questions other than those listed above, but please indicate any questions you do not want us to ask you at that time.

〇 If you have any questions throughout the whole process, please fill them in.

Thank you for your cooperation.

All of us at RBC are looking forward to your performance.

### Pledge

Month Date, 2024

Ritsumeikan University Alumni Association New Celebration Executive Committee

Chairperson of the Welcome Events Executive Committee, Mr.Yuki Konishi

When participating in the stage planning of the FY2024 Ritsumeikan University Welcome Events, we pledge to take part in good faith by strictly adhering to the following items. If we violate any of the following, we will not be punished in any way.

1. During events and rehearsals, do not engage in acts that have discriminatory, religious, antisocial, or political content.
2. The presenter shall handle any accidents that occur during the presentation for reasons other than force majeure.
3. Observe the precautions and prohibitions described in the stage events recruitment booklet.
4. The University-wide Events Department is not responsible for any damage or loss of items used for the announcement. Each organization handles any reimbursements that need to be made.
5. If a decision to cancel the event is handed down by the Welcome Events Executive Committee, members of the University-wide Events Department, or university officials, the instructions must be followed immediately.
6. In addition, follow the instructions of the Welcome Events Executive Committee and university officials.

Name of organization

Person in charge of planning

Student ID number

Current address

Contact (Phone)