*2025 Welcome Events period Kinugasa*

*Welcome Festival Stage*

*Application Booklet*

*Application Period*

*2.24 (Mon) – 3.8 (Sat)*



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This year’s theme is...

『*STUNNER*』!!

***What is “STUNNER”?***

 “STUNNER” means a person or thing that creates a strong impact.
We expect each group on stage to shine as a dominant presence and deliver a performance that leaves a powerful impression on new students.

By setting this theme, we hope that new students will, by watching the performances, mark a new chapter in their university life, ease their worries, and look forward to the future.

*We sincerely anticipate that every group will deliver an excellent performance this year.*

Programme Overview

Event Dates:3 April (Thu) from 12:00 to 13:20, and 4 April (Fri) from 12:00 to 13:20

Rehearsal Date: 2 April (Wed).

　A designated time for sound playback is available during the rehearsal.

　A reserve date is set for 1 April (Tue).

Venue: West Plaza, facing Koshinkan Hall.

Stage Dimensions: 6 metres deep by 8 metres wide (the area beneath the stage is not available).
A timetable applies for both event dates.

Timetable：3 Apr, 4 Apr



Performance Format

Eight groups will be selected to perform.
Each performance lasts 10 minutes with a transition time of up to 10 minutes.

If a group submits more than one entry (from different sub-groups), the schedule may be adjusted for balance.

Groups that have applied or plan to apply for stages on other campuses are also welcome.

― *Regarding Transition Time*―

During the transition, an interview on the stage theme will be conducted.
The interview content will be confirmed by Ritsumeikan univ. Broadcasting Center (hereinafter, RBC) during the Hearing Session.

― *Regarding the Rain Policy*―

Because the stage is roofed, the event will generally proceed even if it rains.
However, if heavy rain makes the event difficult, cancellation will be decided by the University-wide Events Department, the Welcome Festival Committee, RBC, and the group or performer.
Please note this in advance.

―*Regarding Sound Playback*―

At Kinugasa Campus, only CD audio playback is allowed due to local resident regulations.
Performances using instruments are permitted if the University-wide Events Department is notified beforehand.
On the day, the University-wide Events Department will measure the sound, and you may be asked to keep within a specified range.

―*Regarding Leaflet Distribution*―

Leaflets will be distributed at the stage entrance during the performance.
Only leaflets approved by the Welcome Festival Committee are allowed.
For details, please see page 14.

Prohibited Items

1. Performances that include violence, discriminatory acts, religious or political proselytising, anti-social behaviour, or any actions contrary to public order or morals.
2. Damage to or loss of equipment and supplies.

Any other actions deemed inappropriate by the University-wide Events Department.

Please comply with these prohibitions.

Process to Performance

１. Application

– Period: 24 February (Mon) to 8 March (Sat) until 23:59.
– Submit the documents listed in this booklet via the Google Form for the Kinugasa Stage Event.
  (For details, see page 10 onwards.)

２. Selection Meeting

 – Date: 10 March (Mon).
  – Judges will select the groups that will perform.
  – Attendance at the selection meeting is not required.
   (For details, see page 12.)

３. Notification of Results

 – Date: 10 March (Mon).
  – The group leader will be informed of the results by email.

４. Hearing Session

 – Dates: 11 March (Tue) to 21 March (Fri), from 10:00 to 19:00.
  – You will discuss performance details with the University-wide Events Department and RBC.
   (For details, see page 13.)

５. Rehearsal

 – Date: 2 April (Wed).
 – The exact time will be arranged during the Hearing Session.
 – Meeting place: West Plaza.
 – There may be times when sound playback from equipment is not possible.
 – Groups using instruments will rehearse during the available sound playback time.
 – Please bring your own radio cassette (speakers are not permitted) if required.
 – Please adhere strictly to the start and end times.

６. Main Event

 – Dates: 3 April (Thu) from 12:00 to 13:30, and 4 April (Fri) from 12:00 to 13:30.

About the Application

Eligibility

1. The group must be an Affiliated Organization of the Ritsumeikan University Student Union for the 2025AY (voluntary groups are not included).
2. The majority of performers must be undergraduate students of Ritsumeikan University.
3. The event leader must be an undergraduate student of Ritsumeikan University.
4. The event leader must not concurrently manage a circle booth event.

―Application Details－

– Application period: 24 February (Mon) to 8 March (Sat).
 – Submit your application via the Google Form at:

<https://forms.gle/QhGx7gUqWW32ZeGZA>



－Required Documents□ Entry Sheet
□ List of Performers
□ University-wide Events Department Hearing Sheet
□ Ritsumeikan univ. Broadcasting Center Hearing Sheet
□ Hearing Schedule Preference Form
□ Video Data (for reference at the Selection Meeting)
□ Pledge (for the group leader only)
□ Electricity Usage Request (if required)
□ Vehicle Entry Request Form (if required)
□ Corporate Sponsorship Application Form (if required)
□ Corporate Sponsorship Pledge Form (if required)

Please read this booklet carefully and ensure that all documents are submitted without errors or omissions.
Be sure to read and agree to the Terms and Conditions Regarding Personal Information on page 16.
A person cannot manage the stage and circle booth events.
Confirm that the event leader will perform on stage on the day of the event.

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 About the Selection Meeting

※Attendance at the Selection Meeting is not required.

―Date―

10 March (Mon).

―How to judge―

　Judges will review the video data submitted via the Google Form.
Judges include the event coordinator from the University-wide Events Department and the RBC event coordinator.

―What on judge―

 • The suitability of the performance structure and content for the event format (15 points).
 • The group’s past achievements and technical skills (15 points).
The total score is 30 points, though individual scores will not be disclosed.

―About the Video Data―

 • The video must be no longer than 10 minutes.
• The file format should be MP4.
• The video should closely resemble the actual performance.
• Do not make excessive edits.
• Submit the video along with the other documents via the Google Form.

－When will you get the mail?－

 The announcement for successful groups is on 10 March (Mon).
Results will be sent via the official event email: saizy25stage@gmail.com.

About the Hearing Session

There will be three meetings with the stage coordinators to discuss performance details.
The schedule will be based on the preferences provided during the application.

－Dates and Venue－

First Meeting: 11 March (Tue) to 14 March (Fri), 10:00–19:00.
Second Meeting: 17 March (Mon) to 21 March (Fri), 10:00–19:00.
Third Meeting: 24 March (Mon), 13:00–14:00.
The meetings will be held either via Zoom or in person.
The specific location for in-person meetings will be announced later.
Please note that the meetings will be recorded.

－Points to Confirm During the Hearing－

• Performance details
• Interview content
• The schedule for the day (including the process to performance and management of valuables)
• Final confirmation

Please join the Hearing Session after finalising the number of performers and the formation.

About Leaflet Distribution

Leaflets may only be distributed during the performance at the stage entrance.
Groups wishing to distribute leaflets must submit them in advance.
Each group is allowed one type of A4-sized leaflet, with a maximum of two sides (front and back).
Submit the leaflet in PDF format via email to saizy25stage@gmail.com.
After submission, the University-wide Events Department will check that the leaflet complies with the rules.
If it does not, you must revise and resubmit the leaflet.
On the day of the Welcome Festival, only approved leaflets will be distributed.

*Prohibited Content for Leaflets*
• Discriminatory or indecent expressions.
• Excessive religious or political statements.
• Any content deemed inappropriate by the Welcome Festival Committee and the University-wide Events Department.
• Content that violates the Ritsumeikan University Student Union Recruitment Regulation.
• Any contact information other than official university addresses or group names (e.g. personal phone numbers or social media accounts).

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Terms and Conditions Regarding Personal Information

*Article 1 (Purpose)*
This policy outlines the protection of personal information acquired by the Ritsumeikan University Student Union Central Secretariat, University-wide Events Department.

*Article 2 (Definition)*
Personal information refers to details such as name, address, date of birth, phone number, email address, and student ID number that can identify an individual.

*Article 3 (Responsibility)*
The University-wide Events Department is responsible for adhering to this policy.

*Article 4 (Manager in Charge)*
The head of the University-wide Events Department is designated as the manager in charge of personal information.

*Article 5 (Security Management)*
The manager in charge will supervise and ensure compliance with this policy.

*Article 6 (Security Management)*
The University-wide Events Department will securely manage personal information to prevent unauthorised access.

*Article 7 (Usage)*
Personal information will only be used for tasks necessary for planning and operating events during the Welcome Events period.

*Article 8 (Disposal)*
After all tasks are completed, personal information will be promptly disposed of by the University-wide Events Department.

*Article 9 (Provision to Third Parties)*
The University-wide Events Department will not provide personal information to third parties.

*Article 10*
Notwithstanding Article 9, personal information may be provided to third parties if:
 1. Consent is obtained from the provider.
 2. The police or a court requests information for an investigation.
 3. It is required by law.

Corporate Sponsorship

***What is Corporate Sponsorship?***Corporate sponsorship involves seeking support from external organisations or companies for extracurricular activities.
Such support may include advertising fees for pamphlets or leaflets, receiving sponsored products, or obtaining funds.
However, extracurricular activities are student-led and not intended for commercial promotion.
To preserve student autonomy and avoid confusion among new students, sponsorship requires approval by the University-wide Events Department.

Please note that the University-wide Events Department is not responsible for any issues that arise between the group and a sponsoring company.
Here, “company” refers to any external organisation, whether for-profit or non-profit, except for voluntary groups affiliated with Ritsumeikan University or groups composed solely of its undergraduates.
Companies with excessive religious or political motives will be deemed inappropriate and will not be allowed to sponsor.

Process for Corporate Sponsorship

1. Read and understand the Corporate Sponsorship Guidelines below.
2. Submit the Corporate Sponsorship Application Form and the Corporate Sponsorship Pledge Form with your application.

③During the Hearing Session, provide details of the sponsorship and a sample of the sponsored items (such as advertisements or products).

Sponsorship is permitted only if the sample is approved and the event is authorised.

Corporate Sponsorship Guidelines

What a Group May Receive from a Company:
• Advertising or production fees for pamphlets or leaflets.
• Items to be used as prizes or giveaways.
• Borrowing or receiving items for the event free of charge.
• Funds to support the event.
However, if any sponsorship is deemed to undermine student autonomy or exceed the appropriate scale for student activities, it will not be allowed.

What a Group May Receive from a Company:
• Public disclosure of the company name on posters, pamphlets, websites, or social media.
• An internal introduction within the company (company representatives must not perform).
• Display of items used or distributed during the event.
• Advertising in promotional leaflets or flyers.
• Distribution of sample company products as prizes.

*What a Company Must Not Request:*
• Commercial activities for profit, such as on-campus sales or contracts.
• Company representatives performing in the event for promotional purposes.
• Provision of a dedicated space on campus for the company (corporate booth).
• Conducting surveys, except when approved and limited to event participants.
• Posting job advertisements or recruiting for any position.
• Real estate advertisements, except for promoting only the company name.
• Students wearing company uniforms (borrowing non-company costumes is permitted).
• Entry of company personnel onto campus.
• Any other requests deemed inappropriate by the University-wide Events Department.

*Specific Limits for Advertising:*
• For posters, single-sided leaflets, or posted leaflets: less than half of the total area.
• For double-sided leaflets: less than half of the total area (one side must not be entirely advertisements).
• For pamphlets: less than half of the cover areas (front and back).
• For pocket tissues: less than half of the overall design area (if included in a leaflet, the leaflet rules apply).
• For still images: less than one quarter of the total display area.
• For videos: 30 seconds or less, and less than one-fifth of the total duration; if longer than 30 seconds, the University-wide Events Department will decide.
 – If still images appear during a video, their area must be less than one quarter of the screen.
 – If the total time including still images is 30 seconds or less, it must be less than one-fifth of the duration; otherwise, approval is required.
• For audio: 40 seconds or less, and less than one-fifth of the total duration; if longer than 40 seconds, the University-wide Events Department will judge its appropriateness.
• For other media: less than one quarter of the total area.

*Important Notes for Sponsorship:*
• Always submit the Corporate Sponsorship Application Form and the Corporate Sponsorship Pledge Form via the Google Form, and provide a sample during the Hearing Session.
 (If sponsorship is not approved, distribution and display are not permitted.)
• Sponsorship that undermines student autonomy or exceeds the proper scale may be disallowed by the University-wide Events Department.
• Always provide a sample of any materials for distribution to the University-wide Events Department before production and obtain approval.
 (If the advertisement appears too commercial, you may receive a warning even if the ad area is within the allowed range.)
• For video and audio materials, please consult with the University-wide Events Department with a sample in advance.
• The distribution or display of leaflets produced by companies is prohibited.
 (If the leaflet content is created by the group, ordering printing is permitted.)
• Venture companies and industry-academia collaborative projects are also included in corporate sponsorship.

*In Case of Violations:*
• If corporate sponsorship is obtained without approval from the University-wide Events Department.
• If the guidelines are not followed.
• If items different from those approved by the University-wide Events Department are used.

List of Required Documents

□ Entry Sheet
□ List of Performers
□ University-wide Events Department Hearing Sheet
□ Ritsumeikan univ. Broadcasting Center Hearing Sheet
□ Hearing Schedule Preference Form
□ Video Data (for Selection Meeting reference)
□ Pledge for the Stage Event (for the group leader only)
□ Electricity Usage Request (if required)
□ Vehicle Entry Request Form (if required)
□ Corporate Sponsorship Application Form (if required)
□ Corporate Sponsorship Pledge Form (if required)

Please read this booklet carefully and ensure that all documents are submitted without errors or omissions during the application.

●Contact Information●

Ritsumeikan University Student Union Central Secretariat,
University-wide Events Department, Kinugasa Branch, Stage Section

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Issued by: University-wide Events Department, Ritsumeikan University Student Union Central Secretariat