Ritsumeikan University Student Festival 2025: OIC Group Event Proposal Guide

◆ **Application Period**

＜1st recruitment＞ July 21, 2025 (Mon) 14:00 - August 10, 2025 (Sun) 23:59

＜2nd recruitment＞ August 11, 2025 (Mon) 0:00 - August 31, 2025 (Sun) 23:59

◆ **Application Method**

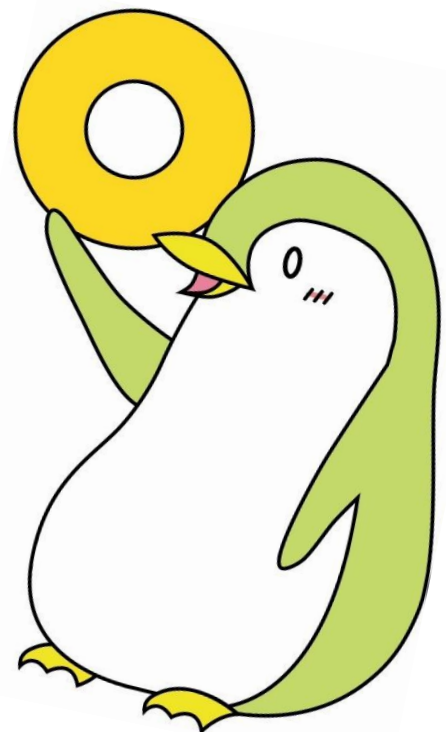Apply via our official LINE account. Add us using the QR code below and submit your documents.

※This booklet is specifically for OIC Festival's "Group Projects."

It is separate from the application booklets for the BKC Festival, Kinugasa Festival, mock food stalls, or stage performances. If you wish to apply for those, please refer to their respective application guidelines.

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Overview of Campus Festival Group Projects

【Application Overview】

Event Dates: November 23 (Sunday), 10:00 AM – 6:00 PM

Venue: Ritsumeikan University Osaka Ibaraki Campus

【What are Festival Period Group Projects?】

These projects allow organizations to showcase their activities, culture, and achievements. Through the preparation process, they aim to foster the growth of students and organizations. Furthermore, these projects encourage new discoveries and stimulate sensibilities through experiences different from daily life, contributing to the growth of project participants.

【Eligible Organizations】

◆ Organizations affiliated with Ritsumeikan University Student Union, excluding the Campus Festival Executive Committee and Central Secretariat Office.

◆ Groups such as project organizations primarily led by Ritsumeikan University undergraduate students.
   However, the following criteria must be met:

・ More than half of the organization's members must be Ritsumeikan University undergraduate students.

・ All three key roles—Project Manager, Assistant Project Manager, and Accounting Manager—must be Ritsumeikan University undergraduate students.

※ Voluntary groups and organizations that have not submitted their Student Union affiliation continuation forms are not eligible to apply.

【Projects That Cannot Be Implemented】

◆ Projects that may damage university equipment or facilities.

◆ Projects that may pose a danger to presenters or attendees.

◆ Projects that violate public order and morals.

◆ Projects conducted for profit.

◆ Projects aimed at coercing or asserting religious or political views.

◆ Projects with unclear content or objectives.

◆ Other projects were deemed inappropriate by the University Festival Executive Committee and University-wide Events Department.

◆ Projects deemed inconsistent with the organization's activities.

Flowchart of Project Implementation

① Application

＜1st recruitment＞ July 21, 2025 (Mon) 2:00 PM – August 10, 2025 (Sun) 11:59 PM

＜2nd recruitment＞ August 11, 2025 (Mon) 12:00 AM – August 31, 2025 (Sun) 11:59 PM

◆ When applying, please submit the required documents via our official LINE account (see p.35). Also, include your preferred date, time, and format for the hearing in your project proposal.

◆ Please prepare the following data for inclusion in the Ritsumeikan University Festival 2025 official pamphlet, website, and Instagram at the time of document submission:

・ Photos for the pamphlet, website, and Instagram (.jpeg, .psd, .png only) – Required

・ A description of your project for the day (under 120 characters in Japanese) – Required

We ask that you submit these two items along with your project proposal.

② Hearings (Conducted twice)

You'll discuss your project details, budget, equipment, and facility use with the University-wide Events Department staff.

※The Project Manager and Accounting Manager must attend the hearings. For the first hearing, both must attend in person with no substitutes. For the second hearing, a substitute is permitted only for unavoidable reasons. If you send a substitute, please notify the official LINE account by the day before the hearing. Substitutes must fully understand the project details and budget.

● 1st Recruitment Application Hearing Period

1st Hearing: August 21 (Thu) - August 23 (Sat)

2nd Hearing: August 28 (Thu) - August 30 (Sat)

1st Hearing Reserve Day: August 24 (Sun)

2nd Hearing Reserve Day: August 31 (Sun)

● 2nd Recruitment Application Hearing Period

1st Hearing: September 4 (Thu) - September 6 (Sun)

2nd Hearing: September 11 (Thu) - September 13 (Sat)

1st Hearing Reserve Day: September 7 (Sun)

2nd Hearing Reserve Day: September 14 (Sun)

※ You can choose to conduct both the 1st and 2nd hearings via Zoom.

※　Hearings will generally be held between 11:00 AM and 6:00 PM.

※　Zoom IDs and passwords will be sent to the three key roles via the official LINE account the day before each hearing.

※　Hearing schedules are adjusted based on your preferred dates/times provided during application, so please ensure your availability.

※　We cannot accommodate last-minute changes to hearing schedules. If you encounter any issues, such as being unable to make the hearing, please call the phone number provided later in this booklet.

※　Please do not be late for your hearing. If a hearing cannot be conducted, your project will not be approved.

③ Equipment & Facility Announcement

We'll announce the results of equipment and facility allocations for your project via the official LINE account.

※Please refer to "Regarding Facility Use" (p.12) and "Regarding Equipment Use" (p.10) for details.

④Project Approval

The Campus Festival Executive Committee will approve projects. Only after approval can you purchase equipment or promote your project. Be sure to attend the accounting guidance held by the Central Secretariat Office Finance Department before purchasing any equipment.

⑤Group Project Guidance & Preparation

We'll hold a guidance session to provide important notes regarding your project.

Dates: October 9 (Thu) & October 10 (Fri), 6:45 PM – 7:45 PM

The location will be announced later via the official LINE account. This guidance will be held in person.

The Project Manager and Accounting Manager must attend one of these dates. If a substitute attends, please notify us at least one day prior to the guidance.

※Please be aware: Absence notifications on the day, tardiness to guidance, or unexcused absences will result in demerits. Please be very careful (see "Demerit Items" on p.6).

We will also distribute project approval certificates for your confirmation. The University-wide Events Department will collect these after you've reviewed them. These certificates will be redistributed by the University-wide Events Department on the day of the festival, before your project starts.

⑥Project Implementation

The plan will be implemented on the day of the festival.

Please do not do any of the following actions.

If discovered, we may issue a warning or halt/cancel your project. If a violation occurs, the University-wide Events Department and University Festival Executive Committee will comprehensively consider the severity of the violation and the necessity of disciplinary action. They will then decide whether to impose discipline on the violating organization and what type of discipline. Some organizations have received severe penalties for past violations. Please be careful.

Below are prohibited items and demerit items.

【Prohibited Actions】

- Acts of violence
- Damage to university property or facilities
- Discriminatory expressions or actions
- Projects that generate profit
  Excluding projects that meet the conditions described in "About Revenue from Projects" (p.20).
- Expressions or actions contrary to public order and morals
- Proselytizing religious or political views
- Other actions deemed inappropriate by the Campus Festival Executive Committee and University-wide Events Department

【Demerit System】

- Each organization starts with 5 points.
- If your points drop to 0, your project will be canceled.

＜1-Point Demerits＞

·No submission of project proposal or other documents confirmed two days before the hearing date.

·Notifying absence from guidance on the same day.

·Being late for guidance (including tardiness of only one of the Project Manager or Accounting Manager).

·Eating or drinking in the project area or waiting room (excluding drinks with lids).

·Leaving equipment unattended in the project area during preparation or implementation.

·Not displaying the exhibition permit in the designated location during project implementation.

·Distributing flyers or parading without possessing the required permits.

·Three or more members from one organization simultaneously distributing flyers or parading.

・Not picking up rented equipment by the designated time on the day of the festival.

・Being late for the facility unlock time specified by the University-wide Events Department facility staff.

・Entering audience seating areas of stages to distribute flyers.

・Any action deemed inappropriate by the University Festival Executive Committee and University-wide Events Department.

<3-Point Demerits>

- Implementing a project whose content differs from what was confirmed in the project proposal or hearing.
- Distributing flyers or parading without prior application.
- Distributing flyers different from those approved in the application.
- Engaging in disruptive behavior could lead to facility damage.
- Engaging in behavior is a nuisance to other organizations or attendees.
- Unexcused absence from guidance.
- Any action deemed inappropriate by the University Festival Executive Committee and the University-wide Events Department.

<5-Point Demerits>

- Engaging in actions that cause significant harm to other organizations or attendees, such as acts of violence.
- Damaging university property or facilities.
- An organization generating income without prior application.
- An organization generating income without using designated tickets, even if they have prior application.
- An organization receiving corporate sponsorship without prior application.
- An organization conducting fundraising activities without prior application.
- Any action deemed extremely inappropriate by the University Festival Executive Committee and the University-wide Events Department.

⑦**Final Accounting Settlement**

After the project is completed, you must submit a financial settlement to the Central Secretariat Office Finance Department.

Details will be provided during the accounting guidance, which is conducted in collaboration with the Ritsumeikan University Student Union Central Secretariat Office Finance Department.

How to Apply for a Project

Please complete the required information on all documents at the end of this booklet. Ensure all submission documents are prepared, confirm the application dates/times and location, and then submit them in the official LINE chat room.

Document	Copies	Required
2025 Festival Period Group Project Proposal (Excel format)	1	●
2025 Festival Period Group Project Members List (Excel format)	1	●
Contract (PDF format)	1	●
2025 Festival Period Budget Estimate Worksheet (Excel format)	1	●
2025 Festival Period Facility Use Request (Excel format)	1	●
2025 Ritsumeikan University Festival Pamphlet, HP, Instagram Content & Photos (Excel)	1	●
2025 Festival Period Group Project Table/Chair Relocation Request (Excel format)	1	×
2025 Festival Period Equipment Use Request (Excel format)	1	×
2025 Festival Period Electricity Use Request (Excel format)	1	×
Vehicle Entry Application Form (Excel format)	1	×
Corporate Sponsorship Application Form (Excel format)	1	●
Corporate Sponsorship Agreement (PDF format)	1	●

·Please download and prepare each document from the URL provided above. Pay attention to the submission format when submitting.

·Even if you are not applying for corporate sponsorship, you must fill in your organization's name on the Corporate Sponsorship Application Form and the Agreement and submit them. Please refer to the relevant pages for more details.

Notes on Project Execution

◆ **Brainstorm Your Project Idea**

Think about how to showcase your usual activities and achievements in a way that visitors will enjoy.

◆ **Determine Project Needs**

Consider what equipment, facilities, and budget are required for your project. Also, plan when your project will take place and how you'll promote it.

◆ **Write Your Project Proposal**

A solid proposal is essential for implementing your project.

Make sure you write a solid plan.

How to Write a Project Proposal

◆ Project Proposal

A project proposal is a document that explains your project to the University Festival Executive Committee and University-wide Events Department. Please write it so that anyone who reads it can understand your project's content.

※ If you need more space than provided in the proposal or have additional information to include, please write it on a separate sheet and submit it along with your proposal.

◆ About Each Section of the Project Proposal

Please review the following sections in conjunction with the "2025 Festival Period Group Project Proposal" form. Kindly fill out your proposal after reviewing the samples.

① Organization Name

Enter the official name of your organization.

Example: Ritsumeikan University Student Union Central Secretariat Office University-wide Events Department

② Organization Public Relations Name

Enter the name your organization uses for public relations. The University-wide Events Department will use this name for all publicity and promotional materials.

Example: University-wide Events Department

③ Organization Category

Select your affiliated category from the dropdown menu. If none apply, please specify "Other."

④ Project Manager, Assistant Project Manager, and Accounting Manager

·The Project Manager, Assistant Project Manager, and Accounting Manager must be Ritsumeikan University undergraduate students. Communication will primarily be directed to the Project Manager.

·**The Project Manager, Assistant Project Manager, and Accounting Manager must be different individuals.**

·Furthermore, you cannot hold these three key roles concurrently for multiple organizations. Also, if you plan to perform or exhibit in other types of projects (e.g., stage performances, mock food stalls, flea markets, festival games), please refrain from holding these three roles concurrently.

·However, it is permissible to concurrently hold a responsible position for festivals held on other campuses.

·Should your organization have too few members to fill these roles, please contact us for individual consultation.

⑤ Project Title

Enter your project title. Make it impactful or easily understandable, something that will attract visitors. This title will be used in University-wide Events Department promotional materials, so temporary titles or changes after submission are not allowed.

⑥ Intent of the project

Please write down why you want to carry out this project. Also, please write down the necessity of carrying out the project and what effects are expected from carrying out the project.

⑦ Desired Project Time

Fill in your desired project time according to the provided table. Project hours are from 11:00 AM to 6:00 PM.

⑧ Desired Project Location

List up to three desired project locations, each in a different building. Please note that your first choice is not guaranteed due to potential overlaps with other organizations. Refer to "About Facilities" on P.14 for available locations.

⑨ Specific Content

Detail exactly what your project will involve, aligning it with your project intent. If this section is unclear, your project may not be approved.

⑩ Project Layout Plan

Provide a detailed overall layout plan for the day, including the placement of equipment and organization members. Please prioritize a layout that considers visitor flow. If your project is indoors, also indicate visitor flow.

⑪ Public Relations Methods

Describe your promotional methods before the project date and on the project day, including specific means and quantities. Refer to the samples and confirm the following notes:

(A) If you create promotional materials, submit the original data via the official LINE account by the end of October.

(B) Promoting through your organization's SNS accounts is freely permitted.

(C) If you wish to distribute flyers, etc., on campus for pre-event promotion, please also specify the date and location.

During the day's promotion, you may distribute flyers. If you do so, you will be given two permits, so please make sure you have them with you. You cannot distribute flyers without a permit.

⑫ Request for School Equipment Use

If you wish to use equipment owned by the university, circle "○" and submit the equipment request form. Refer to "About Equipment Use" from P.15 onwards for details.

⑬ Request for Electricity Use

If your project requires electricity, circle "○" and submit the electricity use request form. Refer to "About Electricity Use" on P.15 for details.

⑭ Corporate Sponsorship Application

If your project receives goods or advertising fees from companies, please circle "○". Refer to "Corporate Sponsorship" from P.21 onwards for details.

⑮ Other

If you have any other matters under consideration or want to convey something not covered in the above sections, please write it here.

Regarding Equipment Use

◆ Equipment Availability Period

Equipment for group projects can be used on the day before and the day of the OIC Festival: Saturday, November 22nd, and Sunday, November 23rd.

◆ Equipment Allocation

Equipment will be allocated based on the justification and necessity clearly stated in your project proposal. Please write your proposal so it's easy for anyone to understand. Refer to the table on P.24 for available equipment.

◆ Equipment Rental Flow

1. Fill out the 2025 Festival Period Equipment Use Request and Facility Use Request forms. Submit these, along with all other required documents, via the official LINE account at the time of application.
2. The University-wide Events Department will conduct a hearing.
3. Receive your Equipment/Facility Use Permit at the guidance session. Use this permit to borrow the equipment.
4. After your project concludes, each organization is responsible for disposing of their permit.

◆ Application for Equipment

Please fill in all necessary information on the separate "Equipment Use Request," "Electricity Use Request," and "Vehicle Entry Form" sheets. Submit these to the University-wide Events Department along with all the other required documents.

Please note: The "2025 Festival Period Equipment Use Request," "2025 Festival Period Facility Use Request," and "2025 Festival Period Electricity Use Request" are located on different sheets within the Excel file.

◆ Allocation Results Announcement

You'll be notified of the allocation results separately after your hearing.

◆ Regarding Equipment Use
  ○ Use of Equipment within Classrooms

Classrooms available for project implementation come equipped with chairs, desks, audiovisual equipment (AV consoles), and other fixtures. You're free to use these items within the assigned classroom.

However, if you wish to move any of this built-in equipment, for instance, storing it in a different classroom or utilizing chairs from another room, you must submit a "Table/Chair Relocation Request."

◆ Important Notes on Rental Equipment
1. Completely fill out the desired equipment name, type, quantity, period, and purpose when submitting your request.
2. The number of available equipment items is limited. We may not be able to lend you all requested items.
3. Equipment allocation will prioritize projects from the 1st application. If you apply in the 2nd round, the quantity and type of usable equipment will be restricted based on the 1st round's allocation results.
4. Many organizations will use the equipment. Please borrow and return items within the designated times.
5. Manage borrowed equipment responsibly. If any equipment is lost or damaged, the borrowing organization will be held accountable. The University-wide Events Department bears no responsibility whatsoever.
6. You are not permitted to move built-in equipment outside its designated facility without permission. If you need to move equipment, you must apply to the University-wide Events Department. If the equipment is moved, please return it to its original location.

Regarding Facility Use

◆ Available Project Locations

〈Indoor Facilities〉

Available Project Location	Recommended Project Type
A Building General Classrooms (2nd & 3rd floors, AS & AC sides only)	Participation/Experience/Exhibition
B Building Grand Hall	Performance/Live Concert/Entertainment
B Building Conference Hall	Performance/Live Concert/Entertainment
D Building Student Hall 1	Performance/Live Concert/Entertainment
D Building Student Hall 2	Performance/Live Concert/Entertainment
OIC Arena	Participation/Experience/Performance/Live Concert/Entertainment/Exhibition
G Building Wakebayashi Memorial Hall (1F R+ing, Noh-Theater, 2F Rakushinken)	Participation/Experience/Exhibition
H Building 3rd Floor General Classrooms	Participation/Experience/Exhibition
H Building JIZAI HALL	Performance/Live Concert/Entertainment
H Building TERRACE GATE	Exhibition

〈Outdoor Facilities〉

Available Project Location	Recommended Project Type
Sora no Plaza Stage	Performance/Live Concert/Entertainment
H Building TRY SQUARE	Performance/Live Concert/Entertainment

※Please note: For Sora no Plaza, we will set the implementation time due to its overlap with stage performances. We anticipate approximately 5 minutes per organization, with a maximum of 5 members and one speaker. If your organization is interested, let's discuss details during the hearing. Please also prepare an alternative project location.

◆ Facility Usage Hours

Facility usage hours, including setup and teardown, are from 9:00 AM to 7:00 PM on the day before the OIC Festival and on the day of the festival (projects run until 6:00 PM). Wakebayashi Memorial Hall is available from 10:00 AM.

Usage times may vary depending on facility availability. Depending on the application status, we may consider adjusting usage times earlier or later.

◆ Facility Usage Flow
1. Fill out the 2025 Festival Period Equipment Use Request and Facility Use Request forms. Submit these, along with all other required documents, via the official LINE account at the time of application.
2. The University-wide Events Department will conduct a hearing.
3. At the guidance session, you will confirm the accuracy of your Equipment/Facility Use Permit. After confirmation, the University-wide Events Department will collect it.
4. The University-wide Events Department will redistribute the collected Equipment/Facility Use Permits before the festival begins on the day of the event. Please affix them to a visible location using masking tape.
5. After your project concludes, each organization is responsible for disposing of their permit.

◆ Important Notes on Facility Use Applications
1. When selecting a project location, please conduct a site visit. The University-wide Events Department will not conduct site visits during the hearing process, so each organization must do so independently.
2. Project locations will be prioritized for applications submitted in the 1st application round. If you apply in the 2nd round, usable facilities will be restricted based on the allocation results from the 1st round.
3. If multiple organizations request the same location, your preferred project location may not be available.
4. There are restrictions on usable locations due to university-related activities such as guidance sessions and regular classes.
5. No changes to the project implementation location will be permitted after the allocation results are announced. Furthermore, after the announcement, the university authorities and the University-wide Events Department may request a change in the project implementation location due to university events or other circumstances.
6. For organizations planning indoor projects, each project is, in principle, limited to a maximum of three classrooms as an implementation facility.
7. If any facilities or equipment borrowed from the university are damaged or lost in conjunction with project implementation, the project-executing organization will be held responsible for compensation. The University-wide Events Department bears no responsibility whatsoever.

◆ Rest Rooms

A Building 4th floor is designated as a rest room for organizations. In principle, each organization may apply for one classroom. (Applications for two classrooms are permitted only in cases with specific circumstances, such as needing changing facilities.)

◆ Facility Cleaning and Restoration After the Project

It is anticipated that trash left by visitors may be scattered after your project. Since most project locations are used for lectures, project-executing organizations are responsible for thoroughly cleaning the project area after your project concludes. Also, please return any moved desks and chairs to their original positions.

◆ Electricity Usage

A request for electricity use is required only when you bring in equipment that needs power, other than what is already installed in the classroom (this refers to bringing in and using new lighting, VCRs, etc., in addition to classroom lighting and monitors). When using electricity for a festival period group project, please fill in the necessary information on the separate "2025 Festival Period Electricity Use Request" form and submit it with other documents.

◆ Prohibited Actions

① Use of fire/open flames.

② Painting walls, damaging or staining walls or ceilings, or any action that causes the room to flood.

③ Use of tape that leaves marks on walls, windows, doors, ceilings, etc.

④ When using tape, please use masking tape.

⑤ Damage to desks, chairs, or built-in equipment, or unauthorized removal of equipment.

⑥ Eating or drinking.

⑦ If your project involves food or drink, you must declare it.

⑧ Unauthorized electricity use (including charging mobile phones).

⑨ Extension or alteration of project times or facility usage hours.

⑩ Use of facilities or equipment other than those applied for.

⑪ Other actions unrelated to the project content.

⑫ Other actions were deemed inappropriate by the Student Office, the University Festival Executive Committee, or the University-wide Events Department.

Violation of any of these prohibited actions may result in the project being canceled, even if it is already underway. Furthermore, if a violation is discovered after the project concludes, disciplinary action may be taken by the university authorities and the University Festival Executive Committee.

About Budget and Settlement

◆ To Apply for a Budget

Please fill out the "2025 Campus Festival Group Project Budget Estimate Worksheet" with all necessary expenses for your project. Regardless of whether you apply for financial aid, you must submit both the "2025 Campus Festival Group Project Budget Estimate Worksheet" and the "Settlement" after your project. Please ensure there are no changes to your financial aid status (whether you receive it or not) after your project has been approved.

If you receive financial aid, you must attend the accounting guidance conducted by the Central Secretariat Office Finance Department. Both the Project Manager and the Accounting Manager must attend this guidance. Details regarding the guidance will be provided during your hearing.

If you are absent from the accounting guidance without prior notification, financial aid will, in principle, be revoked.

◆ About Financial Aid

If your project is approved, you can receive budget assistance from the Student Union membership fee after approval. Even if you conduct the same project on another campus, budget assistance requests for materials used must be submitted separately for each campus.

◆ What is the Student Union Membership Fee?

The Student Union membership fee is collected from all Ritsumeikan University undergraduate students to fund extracurricular activities and university-wide event operations. To ensure the fair operation of this significant fee, we have established the Three Principles of the Student Union Membership Fee: Legitimacy, Reversibility, and Transparency.

Legitimacy: Is the expenditure appropriate, considering the nature of the Student Union membership fee?

Reversibility: Will the funds be used for projects or related activities that benefit the undergraduate students who paid the fee?

Transparency: Is the use of the Student Union membership fee and the method of utilizing purchased items clear?

*Since budget aid for group projects is provided through the Student Union membership fee, the budget must be managed in accordance with these three principles.

◆ About Aid AmountBudget aid will be provided for up to 50% of the budget for projects deemed eligible for expenditure. However, even if the aid is less than 50% of the project budget, the maximum budget aid is ¥100,000. Any decimal places will be truncated. Even

if you are exhibiting at multiple campuses, the maximum budget aid remains ¥100,000.

◆ Student Union Membership Fee Aid Criteria

① Is the project suitable for the University Festival?

② Are the prices appropriate based on the project?

③ Is it based on the "2025 Student Union Membership Fee Expenditure Standards Table"?

④ Is the budget estimate appropriate?

We will confirm these matters during your hearing.

◆ About Necessary Expenses

Funds will be allocated to items listed as "Expenditure Allowed" in the "2025 Student Union Membership Fee Expenditure Standards Table" on P.27. Projects requiring insurance will also have these costs included as necessary expenses. Funds will not be allocated for items unrelated to the project itself or for which the budget calculation basis is unclear.

◆ How to Create a Budget and Fill Out the Budget Estimate Worksheet

① Conceive Your Project

Identify the items needed for your project. Clearly define the project's intent, content, scale, location, and target audience.

② Review Project Items

Thoroughly consider items you can borrow from the university, rent for a fee, purchase, or already own. Don't overlook anything.

③ Research Item Prices

Research all item prices; get multiple quotes to choose the most cost-effective vendor. Avoid volatile sites like Amazon unless it's your only option; use stable sites such as Askul instead. For vendor-ordered items (e.g., flyers), you must submit a vendor quote during the hearing. Some vendors take time for quotes, potentially missing the project approval date. In such cases, that amount won't be recognized in your budget and cannot be reimbursed. We recommend ordering vendor quotes early.

④ Categorize Items

Categorize the items researched in step 3 using the "2025 Student Union Membership Fee Item Classification Table" (P.27) as a reference.

⑤ Fill in Worksheet Details

On the budget estimate worksheet, fill in the "Category," "Purchased Item," "Unit Price," "Quantity," "Total Estimated Amount," and "URL or photo data where the item's price is listed." Unit prices should be tax-inclusive.

⑥ Enter Necessary Expenses in Eligible Categories

Refer to the "2025 Student Union Membership Fee Expenditure Standards Table" (P.27) and

enter necessary expenses in eligible categories. If your project generates cash revenue, list purchase amounts and unit price proof even for items not eligible for aid.

⑦　Enter Total Estimated Amount

After completing all sections, calculate and enter the total estimated amount in the designated total field.

⑧　Submit the Worksheet

Submit the worksheet to the University-wide Events Department along with your project proposal.

⑨　Attend the Hearing

⑩　At your budget review hearing with the project representative, bring price documentation for any items you plan to purchase outside the co-op.

Please review each of the above steps (①-⑩) carefully. Any deficiencies could lead to your project not being approved.

◆　About Item Purchase

Items can only be purchased after your project is approved. The Finance Department will contact you once your project is approved. For any equipment purchased before project approval, no budget aid will be provided for any reason or under any circumstances.

◆　About Receipts

When purchasing items with budget aid, you must obtain a receipt. Please follow these instructions and keep the receipt within your organization:

・The recipient name on the receipt must be "立命館大学学友会学園祭実行委員会." Do not use your organization's name.

・Confirm that the itemized statement (specific item name), unit price, and quantity are all clearly listed.

・Please confirm that the total amount is correct.

・If there are any deficiencies on the receipt, please have the store that issued it make the correction. Absolutely do not make corrections yourself.

・Budget aid cannot be provided for items without a receipt or if the above notes are not followed.

◆　Questions About Budget or Settlement?

If you have any questions regarding your budget or final settlement, please contact:

Central Secretariat Office Finance Department

Student Hall 2F, B207 (Kinugasa Campus)

Phone: 075-465-8251

Email: info@r-circle.net

About Revenue from Projects

◆ Introduction

Group projects highlight daily activities; profit-oriented projects are not allowed. If your project generates income (e.g., admission fees), you must report it to the University-wide Events Department in your proposal. Unreported income will result in project cancellation.

*All income must be used solely for the operation of the project. If any profit can be used outside of this year's campus festival project, we will not approve projects that generate income.

◆ Methods for Earning Income

If your project generates income, only a ticket system is permitted. If you change the ticket price or quantity, you must apply for approval. Do not use tickets from previous years.

If you plan to earn income, the following procedures are required. If these procedures are not followed, your project will be terminated immediately.

◆ Procedures

① Consult with the University-wide Events Department (during the hearing):

We'll determine ticket prices and quantities during the hearing, referencing your project details, budget estimate worksheet, and budget estimate.

② Create Tickets

After your project is approved following the hearing, create your tickets. Tickets should be a minimum size of 4cm (height) x 10cm (width). There are no design restrictions, but please ensure designs do not violate public order and morals.

③ Ticket Review

Bring your created, numbered tickets and a detailed price/quantity estimate to the guidance. We'll verify and audit-stamp them.

④ Procedure Completion:

Once the review is passed, the University-wide Events Department will visit each project location before the OIC Festival begins to return the tickets to the organizations.

◆ Once the review is passed, the University-wide Events Department will visit each project location before the OIC Festival begins to return the tickets to the organizations.

• Permitted Sales:

Items that deepen visitors' understanding of the project content, thereby enhancing the project's quality.

• Prohibited Sales:

Items not directly related to the project-executing organization.

Inviting Professional Talent

◆ Inviting Professional Talent / External Lecturers

It's possible to invite professional talent or external lecturers for your project. However, doing so requires extensive knowledge and work, including contract negotiation, security arrangements, and troubleshooting. This significantly increases the potential for issues during your project. Do Not Finalize Contracts Before Project Approval.

If you're considering a project involving professional talent or external lecturers, do not finalize any contracts with vendors before your project is approved. Keep negotiations at a provisional stage where no fees are incurred if the project can't proceed due to unforeseen problems. You must bring your project proposal and consult with the University-wide Events Department. Under no circumstances should you finalize a contract before project approval.

Seeking Corporate Sponsorship

◆ What is Corporate Sponsorship?

Corporate sponsorship helps students extracurriculars with funds, tech, and promotion. However, as student activities, commercial sponsorships aren't allowed. The University-wide Events Department isn't responsible for sponsoring companies.

◆ Permitted Types of Sponsorship

Organizations can receive the following types of sponsorship from companies:

● Fees for creating flyers or pamphlets for your project.

● Donation of products for use as prizes.

● Free loan or provision of items for project use.

● Funding for project operation.

● Technical sponsorship not listed above.

If you wish to pursue other forms of sponsorship not listed above and not included in "What Companies Cannot Demand as Compensation from Organizations" (P.22), please consult the University-wide Events Department.

◆ Steps for Corporate Sponsorship in Your Project

1. Read the Corporate Sponsorship Guidelines (P.22).
2. Fill out the Corporate Sponsorship Application Form.

Donation Guidelines

Organizations wishing to fundraise must follow the guidelines below.

Eligible Organizations for Fundraising Activities

・Organizations that conduct fundraising as part of their regular activities.

・Organizations with clear fundraising objectives, content, responsible parties, activity locations, and contact information.

・Organizations that perform information disclosure (e.g., activity reports, financial reports).

Fundraising Conditions

・The fundraising activity must be based on the organization's core activities and be a part of its activity introduction.

・The collection of funds must not be for specific individuals or for commercial purposes.

Requirements for Fundraising Organizations

・Introduce the fundraising organization's (and recipient's) activity objectives and content.

・Explanation of the fundraising purpose and how the collected money will be used.

・If the organization acts as an intermediary for donations, an introduction to the intermediary organization's activity objectives and content.

・Report total collected amount and recipient via website or other means.

・Maintaining an independent account and donating the full amount collected.

・Providing proof to the Campus Festival Executive Committee that the recipient received the full donation (a copy of the certificate issued by the recipient and a bank transfer confirmation).

Prohibited Actions for Fundraising Organizations

・Soliciting funds outside the designated project location.

・Fundraising for anti-social behavior or activities that promote it.

・Any other activities deemed inappropriate by the Campus Festival Executive Committee and the University-wide Events Department.

1. Submit your project proposal, samples, and corporate sponsorship application form during reception.
2. Attend a hearing with the University-wide Events Department.
3. Complete the final sponsorship check.

Corporate Sponsorship Guidelines

Types of Corporate Sponsorship Organizations Can Receive

- Advertising and creation fees for brochures and flyers related to the project.
- Provision of products to be used as prizes in the project.
- Free loan or provision of items and equipment for project use.
- Funding for project operations.

However, if the project coordinator determines that any of the above items could undermine student autonomy or exceed a scale significantly beyond student capabilities, such sponsorship will not be approved.

What Organizations Can Offer Companies in Return for Sponsorship

- Company name display (posters, flyers, brochures, web, social media).
- In-project introductions (by student members only).
- Display of sponsored products used or distributed.
- Advertisements on flyers mainly for project promotion or recruitment.
- Distribution of product samples.

What Organizations Cannot Offer Companies in Return for Sponsorship

- Commercial activities for profit (e.g., selling goods or signing contracts on campus).
- Company representatives appear in the project to promote their business.
- Setting up company booths (providing campus space for company use).
- Conduct surveys (exceptions may be made for surveys investigating the effectiveness of corporate sponsorship, targeting only project participants, and with permission from the University-wide Events Department).
- Recruitment ads that include advertising.
- Promotions involving large transactions, such as real estate ads (up to ¥100,000; however, promotions containing only the company name are permitted).
- Having students wear company uniforms (permitted only with permission from the University-wide Events Department if worn for safety reasons).
- Any other activities deemed inappropriate by the University-wide Events Department.

Other Guidelines

- All distributed materials and media need University-wide Events Department approval. Submit your corporate sponsorship form, agreement, and material samples for reporting

before public release.

- Even if within scope, the University-wide Events Department may warn and request revisions for pre-event materials/media if deemed too commercial.
- Company personnel and vehicles are generally prohibited. Exceptions require University-wide Events Department approval and application through the Student Office.
- Company-produced distribution materials are forbidden. However, student-created flyers can be sent to printing companies.
- You must report all distributed materials to the University-wide Events Department before printing or submission for printing.

〈Permitted Advertising Scope〉

To maintain organizational autonomy, the proportion of corporate advertisements must adhere to the following limits:

- Posters (including pasted flyers): Less than 1/2 of the total area.
- Single-sided flyers: Less than 1/2 of the total area.
- Double-sided flyers: Less than 1/2 of the total area (full-page coverage on one side isn't permitted).
- Brochures: Less than 1/2 of the total area (must also be less than 1/2 of the front and back covers themselves).
- Pocket Tissues: Less than 1/2 of the total area (the designed portion is considered the total area. If a flyer is enclosed, single-sided or double-sided flyer regulations apply).

Media (Video, Audio, etc.) Corporate Sponsorship Limits

Video:

・Still images: 1/4 or less of the total screen area.

・If playback is 30 seconds or less, 1/5 or less of total playback time. If it is over 30 seconds, the University-wide Events Department will review its appropriateness.

・If still images appear within a video: Still image area must be 1/4 or less of the total screen area. If total playback time (including still images) is 30 seconds or less, it must be 1/5 or less of total playback time. If it is over 30 seconds, the University-wide Events Department will assess its appropriateness.

Audio: If broadcast time is 40 seconds or less, 1/5 or less of total broadcast time. If it is over 40 seconds, the University-wide Events Department will assess its appropriateness.

Note: For video and audio, you must bring samples to your hearing for consultation with the University-wide Events Department. You'll also need to submit the final version.

Equipment Rental List

※　The amount of equipment available for loans is subject to change.

番号	品　　名	数量	貸出場所	備考
1	案内用ボード（小）	29	A棟1Fインフォ前備品置き場	
2	案内用ボード（大）	21	A棟1Fインフォ前備品置き場	
3	案内用スタンド A3サイズ縦横対応　指定がなければ縦	30	A棟1Fインフォ前備品置き場	A3サイズ縦横対応　指定がなければ縦
4	屋外用案内用スタンド＋ウエイト	29	A棟1Fインフォ前備品置き場	内ウエイト数量20
5	A1対応A型看板	10	A棟1Fインフォ前備品置き場	
6	パーテーション　（中）幅82.5cm×高さ174cm	20	C棟1Fセミナーハウス専用EVホール	
7	パーテーション　（大）幅112.5cm×高さ174cm	20	C棟1Fセミナーハウス専用EVホール	
8	イーゼルスタンド	50	A棟1Fインフォ前備品置き場	
9	イーゼル用ホワイトボード（小）A3サイズ	20	A棟1Fインフォ前備品置き場	
10	イーゼル用ホワイトボード（大）A2サイズ	10	A棟1Fインフォ前備品置き場	
11	A1対応ポスターパネル	20	A棟1Fインフォ前備品置き場	
12	PAセット（小）	2	A棟1Fインフォ窓口	コンセントのない場所で使用する際は電池の申請要
13	PAセット（大）	1	A棟1Fインフォ窓口	
14	有線マイク	5	A棟1Fインフォ窓口	
15	有線マイク延長コード	5	A棟1Fインフォ窓口	
16	プロジェクター(液晶)	2	A棟1Fインフォ窓口	
17	大型スクリーン（縦205×横180）	2	A棟1Fインフォ窓口	
18	パーテーションポール	16	A棟1Fインフォ前備品置き場	
19	台車（小）	5	A棟1Fインフォ前備品置き場	
20	台車（大）	2	A棟1Fインフォ前備品置き場	
21	傘袋スタンド、およびその傘袋	4	A棟1Fインフォ前備品置き場	
22	RGBケーブル	3	A棟1Fインフォ窓口	
23	HDMIケーブル	3	A棟1Fインフォ窓口	
24	延長コード	3	A棟1Fインフォ窓口	
25	腕章	158	A棟1Fインフォ窓口	
27	胸バラ（赤）　花のみorリボン付きか指定要　サイズ：特大・大・中　各10個	30	A棟1Fインフォ窓口	花のみorリボン付きか指定要
28	胸バラ（白）　花のみorリボン付きか指定要　サイズ：特大・大　各10個　中　9個	28	A棟1Fインフォ窓口	花のみorリボン付きか指定要
29	マイクスタンド（卓上）	8	A棟1Fインフォ窓口	
30	マイクスタンド（床上）	8	A棟1Fインフォ窓口	
31	ドラムコード（100m）	1	A棟1Fインフォ前備品置き場	
32	ドラムコード（50m）	2	A棟1Fインフォ前備品置き場	
33	ドラムコード（30m）	2	A棟1Fインフォ前備品置き場	
34	ドアストッパー	111	A棟1Fインフォ前備品置き場	
38	証書フォルダー	面2 片面	A棟1Fインフォ窓口	
39	机上札	70	A棟1Fインフォ窓口	
40	水差し	1	A棟1Fインフォ窓口	
41	名刺受	3	A棟1Fインフォ窓口	
42	クロス（演台用）	1	A棟1Fインフォ窓口	
43	クロス（花台用）	1	A棟1Fインフォ窓口	
44	司会台	1	C棟1Fセミナーハウス専用EVホール	
45	メジャー（50m）	2	A棟1Fインフォ窓口	
46	メジャー（100m）	2	A棟1Fインフォ窓口	
47	拡声器（小）	2	A棟1Fインフォ窓口	
48	拡声器（大）	2	A棟1Fインフォ窓口	
49	赤色棒	20	A棟1Fインフォ窓口	
50	プラカード　（中）A3サイズ	20	A棟1Fインフォ前備品置き場	
51	プラカード　（大）A1サイズ	10	A棟1Fインフォ前備品置き場	
52	脚立（小）0.9m	3	A棟1Fインフォ前備品置き場	
53	脚立（大）1.8m	3	A棟1Fインフォ前備品置き場	
54	ストップウォッチ	4	A棟1Fインフォ窓口	
55	学園歌CD	1	A棟1Fインフォ窓口	
56	長机	80	C棟1Fセミナーハウス専用EVホール	
57	パイプ椅子	242	C棟1Fセミナーハウス専用EVホール	
58	電気ストーブ	3	A棟1Fインフォ前備品置き場	

62	テント (小) 1.8×2.7m	2	D棟1F軒下	1台につきテント用ウエイト8個申請要
63	テント (中) 2.7×3.6m	2	D棟1F軒下	1台につきテント用ウエイト8個申請要
64	テント (大) 3.6×5.4m	7	D棟1F軒下	1台につきテント用ウエイト12個申請要
65	テント用ウエイト	124	D棟1F軒下	
66	カラーコーン	34	C棟1Fセミナーハウス専用EVホール	
67	トラバー	20	C棟1Fセミナーハウス専用EVホール	
72	屋外用 A1対応A型看板 (ウエイト付)	4	A棟1Fインフォ前備品置き場	

※Please note that not all equipment is available for use, as some items are currently in use within the university.

※If there's any equipment you can't identify by name, please ask about it during the initial hearing.

·For use of the Building D Student Hall

<学生ホール倉庫備品> ※一部倉庫2・ミーティングルーム保管の備品あり

区分	管理番号	品　名	数量・単位	備考
音響システム	A1	オーディオミキサー	2台	
	A2	ミキサー用スタンド	2台	
	A3	パワードスピーカー	4台	アンプ内蔵型スピーカー
	A4	スピーカースタンド	4台	
	A5	有線マイクロホン	12本	
	A6	ダイナミック型マイクロホン	3本	
	A7	ワイヤレスマイクシステム	2セット	周波数は変えないこと 外に持ち出して使用しないこと
	A8	床上ブーム型マイクスタンド	12台	
	A9	卓上型マイクスタンド	4台	
	A10	マイクホルダー	16台	
	A11	マイクケーブル(10m)	16本	
	A12	ワイヤレス受信機接続ケーブル	2本	
	A13	ベースアンプ	1台	
	A14	ギターアンプ	1台	
移動型照明システム	C1	移動型照明	4台	
	C7	調光卓	2台	
吊下型照明システム	D2	バンドア	4台	
	D3	ハンガー	12個	
映像システム	B1	【申請不要】プロジェクター＆リモコン	2台	各学生ホールの天井に固定
その他	E1	舞台	5台	縦2.4m×横1.1m
	E2	パーテーション(小)	15台	※倉庫2に保管(W90×L190)
	E3	パーテーション(大)	15台	※倉庫2に保管(W120×L190)
	E4	長机	10台	
	E5	パイプ椅子	98脚	
	E6	【申請不要】ピアノ	1台	学生ホール2に常設
	E7	【申請不要】ドラム	2セット ～1台～	学生ホール2に常設　Yミニ練習室
	E8	【申請不要】スタンドミラー	2台	他団体も使う場合は分け合って使うこと
	E9	電子ドラム	5台	
	E10	譜面台	6台	
	E11	ホワイトボード	3台	※倉庫2に1台、ミーティングルームに各1台保管

·For use of the Building G Wakebayashi Memorial Hall

Item	Quantity
LCD Screen (with cord)	3
Whiteboard (movable)	1
Projector (fixed location)	2
Whiteboard (fixed location)	1

Expenditure Standards Table

【2025 University Festival Group Project: Itemized Classification Table】

Item	Expense Approval	Overview of Item
Consumables	○	Purchase costs for all consumables and office supplies
Postage Fees	○	Communication costs and shipping fees
Transportation Fees	○	Costs incurred when people or goods move
Printing Fees	○	Costs for printing externally issued materials
Usage Fees	○	Costs for facility use and rental equipment
Insurance Premiums	○	Insurance premiums related to the project
Handling Fees	○	Fees for procedures, etc.
Personnel Expenses	○	Costs related to all people arising from employment
Book Fees	×	Purchase costs for books, publications, newspapers, etc.
Federation Fees	×	Fees paid to federations
Accommodation Fees	×	Costs incurred for accommodation
Equipment Costs	×	Costs for purchasing equipment
Repair Costs	×	Costs for repairing and maintaining equipment
Miscellaneous Expenses	×	Costs for items belonging to individuals (not related to group activities)

【Disbursable Expense Categories】

Below are the details and important notes for the disbursable expense categories for your 2025 University Festival Group Project.

Item	Details / Important Notes
Consumables	Pens, copy paper, curing tape, drawing paper, etc.
Postage Fees	Shipping costs for purchased items, etc.
Transportation Fees	Campus shuttle bus tickets only
Printing Fees	Copying fees, flyer printing fees entrusted to vendors, photo development fees, etc. ※Vendor entrustment requires approval from the University Festival Executive Committee.
Usage Fees	Facility usage fees, rental equipment fees, copyright fees, etc.
Insurance Premiums	Recreation insurance, etc.
Handling Fees	Bank transfer fees, cash-on-delivery fees, etc.
Personnel Expenses	Lecturer honoraria only. Total maximum of ¥10,000 for both on-campus and off-campus lecturers. *Inviting lecturers requires approval from the University Festival Executive Committee.

※Any other expenses deemed necessary by the University Festival Executive Committee and the University-wide Events Department are also eligible for disbursement.

【Non-Disbursable Expense Categories】

Below are the details and important notes for non-disbursable expense categories for your 2025 University Festival Group Project.

Item	Details / Important Notes
Book Fees	Specialized Books, Newspapers, Maps, Sheet Music, CDs, DVDs, etc.
Federation Fees	Federation Dues, Participation Fees, Convention Advertising Costs, Pamphlet Costs, etc.
Accommodation Fees	Accommodation Fees for Hotels, Seminar Houses, etc.
Equipment Costs	PCs, Cameras, Printers, etc. ※Distinction from consumables is made considering the useful life and nature of the item.
Repair Costs	Cleaning Fees, Instrument Repair Fees, etc. ※Repair costs for damaged rental equipment, etc., are considered miscellaneous expenses.
Miscellaneous Expenses	Clothing, Medicines, Toys, Food and Drink (including water, sports drinks, snacks, etc.), Masks, Tissues, etc. ※Items related to miscellaneous expenses (e.g., shipping costs for clothing) are also categorized as miscellaneous expenses.

※ Any other expenses deemed unnecessary by the University Festival Executive Committee and the University-wide Events Department are ineligible for disbursement.

Regulations on Personal Information Protection of the Ritsumeikan University Student Union University Festival Activities

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of this regulation is to ensure appropriate handling and protection of personal information collected for the University Festival activities hosted by the Ritsumeikan University Student Union [Student Union]. In addition, this regulation establishes general guidelines on personal information protection and detailed guidelines on handling and managing it, based on the "Rules on University Festival Events of the Ritsumeikan University Student Union".

Article 2 (Definition)

For this regulation, "personal information" is defined as the "personal information" mentioned in the Act on the Protection of Personal Information, which includes name, college, academic year, date and year of birth, phone number, email address, student ID number, and any other information which can be used to identify a specific individual.

Chapter 2 Management System

Article 3 (Manager)

The head of the University Festival Executive Committee is to serve as the manager of personal information. However, during the execution of University Festival activities, when an organization within the Student Union is responsible for practical work based on the guidelines established by the University Festival Executive Committee, the head of the organization is to serve as the manager of personal information in practice, who ensures appropriate management of personal information in collaboration with the University Festival Executive Committee.

Article 4 (Responsibilities of the manager)

The manager is to fulfil the duties below to ensure appropriate management of personal information:

1. Promoting full awareness of this regulation

2. Instructing and overseeing Student Union members who are involved in University Festival activities

3. Appropriate management of collection, storage, utilization, and disposal of information

4. Preventing leaks, loss, and falsification of information and arranging a report system

5. Appropriate collaboration with the personal information manager in practice, and development and operation of an information management system

Chapter 3 Collection, use, and storage of personal information

Article 5 (Limitation of information collection)

The collection of personal information is to be carried out only to the extent needed for University Festival activities, and the purpose of using the information is to be clearly stated in prior.

Article 6 (Specification of the purpose of use)

The collected personal information is to be used only for the purposes established in the items below:

1. Communication and scheduling related to the execution of University Festival events

2. Notifying and managing participating organizations

3. Processes necessary for operation, such as making name lists and publishing certificates

4. Emergency contact and support in case of an accident

5. Other fair purposes related to the University Festival activities

Article 7 (Storage and disposal)

Personal information is to be discarded in a timely and appropriate manner after achieving the purpose of use. However, if a part of the information is to be stored for fair documentation purposes, such as making activity records or reports, by the responsibility of the head of the University Festival Executive Committee or, if there is an organization within the Student Union which is responsible for the work, by the responsibility of the personal information manager, the information can be stored for three years maximum, under a rigid management system.

Chapter 4 Third-party provision and correction

Article 8 (Limitation of third-party provision)

Personal information is not to be provided to any third party unless:

1. The person themselves gives consent to the provision

2. A law requires the information to be provided

3. An emergency requires the information to be provided for the protection of human life, body or property, and the consent of the person themselves is difficult to obtain

4. A government institution or local public entity, or someone who carries out the work based on laws and as an agent of such organizations requires cooperation, and obtaining the consent of the person themselves can disrupt the execution of the work

Article 9 (Requests of correction or deletion)

If the person themselves or an agent of theirs requests their personal information to be disclosed, corrected, stopped from being used, deleted, or such, the request should be responded to in a timely manner.

Chapter 5 Revision and abolition

Article 10 (Revision and abolition process)

The revision and abolition of this regulation is to be carried out through a draft by the University Festival Executive Committee, and a resolution with more

than half of the present members of the Central Standing Committee and the

Central Committee agreeing.

Supplementary provisions

1. This regulation takes effect from June 21, 2025.

2. This regulation applies to the personal information collected before the

   enforcement of this regulation.

3. For the execution of this regulation, when an organization within the Student

   Union which involved in University Festival activities has its own regulations

   on personal information protection, only if the said regulations do not go

   against this regulation and can both be followed at the same time, the

   execution of the organization's regulations will not be disrupted.

4. For the items that are not prescribed in this regulation, "Regulations on

   Personal Information Protection of the Ritsumeikan University Student Union"

   is to be followed.

Submission Checklist

❑   2025 University Festival Group Project Proposal

・Project Proposal

・Interview Schedule Request

・Vehicle Entry Permit

・Equipment Usage Request

・Electricity Usage Request

・Corporate Sponsorship Application Form

・Budget Estimate Worksheet

・Project Implementer List

・Pamphlet, Website, and Instagram Content Documents

・Pledge/Agreement Form

・ Pledge/Agreement Form Regarding Corporate Sponsorship (for relevant

groups only)

Contact Information

Ritsumeikan University Student Union Central Secretariat University-wide Events

Department

Place : Ritsumeikan University Osaka Ibaraki Campus

Phone number: 077-561-3990

E-mail adress : info@r-circle.net

Feel free to contact us by phone, email, or our official LINE account.