Application Period: September 10 (Wednesday) - September 30 (Tuesday)

MAIL: oic25stage@gmail.com Publisher：Student Union Central Secretariat Office University-wide event department OIC branch

2025 OIC Festival Stage Performance Group Submission Documents

OIC Stage Performance Application Form

Group Name　　　　　　　　　　　Number of Performers

|  |  |  |
| --- | --- | --- |
|  | Group Representative | Project Leader |
| Name (Katakana) |  |  |
| Full Name |  |  |
| Student ID Number |  |  |
| College/Year |  |  |
| Mobile Phone Number |  |  |
| University Email Address | ＠ed.ritsumei.ac.jp | ＠ed.ritsumei.ac.jp |

Note: We may contact the representatives for confirmation, so please ensure that the contact person is reachable.

『Performance Details』

・Dressing Room Use (Please circle one)

・Do you plan to use a dressing room on the day of the OIC Festival? (Yes / No)

**・Group Introduction (Activities, Achievements, Appeal, etc.)**

※Note: This information is different from the "Project Description" that will be included in the general and day-of pamphlets.

**・Regarding Your Performance Music (For groups using music only)**

(Including a cappella groups, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Song Title | Song Description | Check One | Time |
|  |  | □Cover Song  □Original Song | min |
|  |  | □Cover Song  □Original Song | min |
|  |  | □Cover Song  □Original Song | min |

Note: Due to time constraints, the number of performance songs may be reduced. Thank you for your understanding.

・**List of Equipment and Materials to be Used**

［Equipment to be Used］

Note: If electricity is required, a separate "Electricity Usage Request Form" must be submitted. If vehicle entry is required, a separate "Vehicle Entry Application Form" must be submitted. We will confirm these details during the hearing

・Detailed Performance Information

**1) Use of Music During Entry or Performance (BGM or Sound Effects)**

(Please check one)

□ Yes (Number of songs: \_\_\_\_\_\_\_\_\_)

□ No

**2) Performance Description (Please include the flow of the performance, highlights, etc.)**

3) **Regarding Performance Time (Stage: Maximum 20 minutes)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requested Performance Time  (Excluding setup and takedown) | 分 | Setup Time | 分 | Takedown Time | 分 |

**4) Regarding Your Performance Time on the Day of the Event**

　If there are specific times you absolutely cannot perform, please state the reason clearly.

Note: Requests without a clear reason will not be considered. Also, please understand that we cannot guarantee a specific time slot for your performance.

Please be aware that the performance schedule will be determined by the overall stage program, and we may not be able to accommodate all time requests.

**5) Stage Layout**

・Please provide a diagram of your stage layout for the day of the event.

・The stage width may be subject to minor changes. The stage dimensions are 9m (width) x 5.4m (depth).

・If you will also use the area in front of the stage (9m width x 4.2m depth), please include that layout as well.

**Front**

**On-stage**

**5.4m**

**m**

**9m**

**Front**

**4.2m**

**Off-stage**

**9m**

**mm**

**・Privacy Policy**

【Privacy Policy】

Please check "Agree" if you consent to the "Regulations on the Protection of Personal Information" in the application booklet and are providing your personal information.

**□Agree**

。If you have any other questions, please feel free to contact the office listed in the application booklet.

Group name【　　　　　　　　　　　　　　　　】

Performer List

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Year** | **Faculty** | **Student ID number** |
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2025 Ritsumeikan University Festival General Pamphlet & OIC Day-of Pamphlet Information Sheet

Group Name

Project Leader

Student ID Number

|  |
| --- |
| Group Name (Official Name) |
| Project Description (Maximum 60 characters) |

2025 Ritsumeikan University Festival Stage Performance

Pledge

Date: Month, Day, 2025

Ritsumeikan University Students' Union Festival Executive Committee

Chairperson of the Festival Executive Committee: Fujisawa Anon

We, the undersigned, hereby pledge to faithfully participate in the 2025 Ritsumeikan University Festival Stage Performance (across all three campuses) and to strictly abide by the following terms. We agree that we will not object to any disciplinary action taken should we violate these terms.

1. Do not engage in discriminatory, religious, anti-social, or political acts during performances or rehearsals.
2. We are fully responsible for any accidents that occur during our performance, except for those caused by force majeure.
3. We will comply with all precautions and prohibited items listed in the 2025 Stage Performance application booklet for each campus.
4. The University-wide event department shall not be held responsible for any damage to or loss of equipment used in our performance. The performing group will be responsible for any necessary compensation.
5. We will immediately comply with any decision to cancel the performance made by the Festival Executive Committee, the University-wide event department, or any university-related personnel.
6. We agree to abide by the "Regulations on the Protection of Personal Information" of the Ritsumeikan University Students' Union Festival.
7. If our group designates a person to take photos, we agree to have that person wear a designated marker provided by the University-wide event department.
8. If we permit the audience to take photos, the University-wide event department shall not be held responsible for any resulting issues.
9. We will comply with all other instructions from the Festival Executive Committee, the University-wide event department, and university-related personnel.

Group Name

Project Leader 　 　　　　　　 　　㊞

Student ID Number

Current Address

Phone Number