KIC Festival 2025

Central/West Stage Event Performance Organizations Recruitment Booklet

Event date

December 7 (Sun)

Application period

Semtember 1 (Mon) ～ September 19 (Fri)

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## Central stage

『Miyabi』

Place: Central Plaza

Date and time: December 7 (Sun) 11：15～18：30

ダイアグラム

AI 生成コンテンツは誤りを含む可能性があります。

【Meaning conveyed in the theme】

The word Miyabi(雅) means a state of being elegant, graceful and modest.

We put our wish to make a harmonious yet diverse stage in an elegant and graceful environment, and everyone involved can spend a special and calming time.

Let’s make the central stage wonderful like that together!

【Recruitment】

・Recruitment is only open for performance organizations

※Please refer to P.1２　for more information

・20 min performance time per organization (incl. transition)

・Recruitment slot: 7 organizations

【Timetable of the event】

テーブル

AI 生成コンテンツは誤りを含む可能性があります。

※This is a tentative timetable, subject to change.

【Transition time】

Transition time is 10 minutes in principle.

The Ritsumeikan University Broadcasting Center (RBC) uses the transition time to interview performers.

The contents of the on-stage performer interview will be discussed during the meetings.

Also, the Central stage will broadcast organization introduction videos during the transition time. A 20-second video per organization will be made. The RBC will make the videos, but we will discuss the scheduling of filming materials for the video during the meetings.

## West stage

『Zuikou』

Place: West Plaza

Date and time: December 7 (Sun) 11：３０～17：4０

ダイアグラム

AI 生成コンテンツは誤りを含む可能性があります。

★…Weat Stage

【Meaning conveyed in the theme】

Zuikou/瑞光 means an auspicious light. We put our wish that our burst of energy will light our future as zuikou. Also, as the festival is a place to showcase our hidden talents, the flash of light will be the sign of the burst.

Let’s do our best to create the zuikou in the West stage!

【Recruitment】

・Recruitment is only open for performance organizations

※Please refer to P.10 for more information

・20 min performance time per organization (incl. transition)

・Recruitment slot: 10 organizations

#### 【Timetable of the event】



※This is a tentative timetable, subject to change.

【Transition time】

Transition time is 10 minutes in principle.

The Ritsumeikan University Broadcasting Center (RBC) uses the transition time to interview performers.

The contents of the on-stage performer interview will be discussed during the meetings.

## The stage events (both)

## Application requirements

1. More than half of the performers are students of Ritsumeikan Uni.
2. The manager is a student of Ritsumeikan Uni.
3. The organization belongs to the Student Union or Central Part, or is recognized by the Student Office.
4. In principle, overlapped appearances by the same person is not allowed for the Central and West stages.

※Organizations that received a request to perform from the Ritsumeikan University Student Union Central Secretariat Office University-wide Events Department (UWED) are exempt from this rule.

**《Organization performers that the UWED requested》**

**・Central stage opening performers**

**・West stage UWED show performers**

**・Ending show performers**

1. ・The event manager is NOT the KIC Group Event manager/vice manager

・Performers are NOT the manager/vice manager/fire handling manager for the KIC Food Booth/Fair/Flea Market

1. The organization fulfils all of the above.

**In case of rain**

The event will be held even if it rains, as the stage has a roof. However, please note that if UWED, the University Festival Executive Committee, RBC, organizations agree that it is difficult to continue the event, it may be cancelled.

**Schedule until performance**

1 Registration ※Please refer to P.11 for more info

Registration period: September 1 (Mon) – September 19 (Fri)

Method: Download the submissions from the Student Union website, fill them out, and submit via Google Form.

● Submission documents

・Application form

・Pledge

・RBC meeting sheet

・UWED meeting sheet

・Electricity/Vehicle entry request (optional)

・List of performers

・Video for screening（MP4 format）

・Photo and introduction paragraph of the organization (will be on the brochures and social media PR)

2 Screening ※Please refer to P.13 for more info

Date: September 22 (Mon)

You do NOT have to attend the screening.

We will select the performance organizations via screening.

#### 3 Screening Result Announcement

Date: September 22 (Mon) – 28 (Sun)

We will notify the event manager of the result via email. The meeting schedule preference sheet and QR code of the event’s Official LINE will be attached to the email.

4 Meeting ※Please refer to P.13 for more details

Period: 1st Sep 29 (Mon)-Aug 12 (Sun) 10：00～２１：00

2nd Aug 13 (Mon)-Aug 26 (Sun) 10：00～２１：00

Performing organizations, UWED and RBC will discuss the content and method of the performance.

※The meeting will be conducted on Zoom (Zoom link etc. will be sent via the official LINE by the day before the meeting. The session will be recorded)

５ Guidance

Period: Nov 11 (Tue), Nov 14 (Fri)　１８：３０～１９：００

We will confirm the rules regarding performance and the logistics on the day of the event. All the performers are required to attend. Please attend on the more preferred date of the two. ※conducted on Zoom

６ Rehearsal

Date and time: Dec 6 (Sat)　12：00～１８：00

Meeting place: In front of the stage where you will perform

Submission: none

We will notify you of details (e.g. time) in the meetings and guidance.

７ Performance

Date: Dec 7 (Sun)

〇Central stage 11：１５～18：30

〇West stage 11：３０～17：3０

Submission: none

### Using sound equipment

#### In KIC, only CDs are allowed as the sound source for performance, to respect the nearby residents.

Performances using musical instruments are allowed, but UWED must be notified beforehand. If not, your performance can be cancelled. You may be requested to lower the volume on the day of the performance, as the UWED will be measuring the volume of the sound.

Prohibitions

1. Actions or comments that slander or insult others
2. Performances against the public order
3. Religious/political/sponsored performances
4. Damaging on-stage equipment
5. Other actions/comments deemed inappropriate by UWED

※ Please note that if you fail to avoid the above, severe consequences will result, including paying compensation or cancellation of the performance.

### Registration

Date: Sep 1 (Mon) 12：00 – Sep 19 (Fri) 23：59

Application slot: Central stage 7 organizations

West stage 10 organizations

#### ✔ Submission Checkbox

#### □Application form

□Pledge

□List of performers

□RBC meeting sheet

□UWED meeting sheet

□Electricity/vehicle entry request (optional)

□Video for screening（MP4 format）

□Introduction paragraph & photo for brochures and social media PR

Application registration form（Google Form）

#### [**https://forms.gle/m4CRK1nE8eGojKTF8**](https://forms.gle/m4CRK1nE8eGojKTF8)

#### ※Attention※

・You may apply to both the Central and West stages.

・Please confirm that the event manager is NOT also serving as the manager/vice manager of the KIC group event.

・Please confirm that the performers are NOT also serving as the manager/vice manager/fire handling manager for the KIC booth/fair/flea market events.

### Screening

【Date】

September 22 (Mon)

【Screening Method】

The screening board will assess the videos submitted on the registration Google Form.

Screening board: UWED stage rep, RBC stage rep

【Screening Rubric】

The quality of the whole performance (30 points max)

1. Content matching with the stage event format (15)
2. Past achievements & skills worth showcasing (15)

※You are not required to attend the screening, as it is not an evaluation of in-person performances.

【Content of the Video】

・The video should be 20 minutes or shorter.

・Please record a performance that matches what you will perform at the event as much as possible.

・Please refrain from adding excessive editing (e.g. cutting) to the video.

・Please submit the video file via the Google Form (MP4 format).

【Date of Screening Result Announcement】

#### Sep 22 (Mon) – Sep 28 (Sun)

※The result will be sent to the event manager via email. You will be notified regardless of the result. Please note that the reasons for the screening decisions will not be provided.

### Meetings

There will be two meetings with the stage reps. The date will be contacted and discussed based on the preference sheet (attached to the result email).

【Date and place】

Date: 1st Sep 29 (Mon)-Aug 12 (Sun) 10：０0～２１：00

2nd Aug 13 (Mon)–Aug 26 (Sun) 10：00～２１：00

Format: Zoom (will be recorded)

【What will be discussed in the meeting】

◎Content of the performance

◎Content of the interview

◎Filming date of organization introduction video (only for Central stage)

#### ◎Final confirmation

#### ◎Waiting room on the day of the event

※We will confirm the above based on the meeting Q&A sheet, which we ask you to submit beforehand.

【Attention】

・Please be punctual.

・If you will be late for the meetings, please contact the official LINE.

・The event manager is required to attend.

・1st and 2nd meetings are to be attended by the same person.

・If you fail to attend, your performance can be cancelled or more meetings will be held.

Privacy Policy

**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 leak, 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.

End of Document

　Publisher: Central Secretariat Office University-wide Events Department

Upcoming Schedule

カレンダー

AI 生成コンテンツは誤りを含む可能性があります。

◎Contacts

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West stage event

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