

# 2025 OIC FESTIVAL: STAGE PERFORMANCE PROPOSAL GUIDE

Application Period: September 10

(Wednesday) - September 30 (Tuesday)

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Office University-wide event department OIC

# Table of Contents

P.2-4: Overview of OIC Stage Performances

P.5-8: Steps to Perform

P.8-9: Sound Check and Prohibited Items

P.10-12: Application Process

P.13-14: Selection Process

P.15-16: Hearing

P.17-20: Privacy Policy

P.21-22: List of Required Documents &

Contact Information

# Overview of OIC Stage Performances

## Overview

Location: Terrace next to 7-Eleven

Date: Sunday, November 23<sup>rd</sup>

Time: 11:00 AM – 6:35 PM



## 【About the Call for Participants】

- This call is for performance groups only.

※For more details, please refer to the section on sound checks on P.8.

- Each group is allotted a maximum of 20 minutes for their performance (excluding setup/takedown time).

- We are accepting a total of 11 groups.

※Please note this number may change depending on circumstances.

## 【Eligibility】

①More than half of the performers must be Ritsumeikan University students.

②The group representative must be a Ritsumeikan University student.

③The group must be affiliated with the Ritsumeikan University Student Union.

④The person in charge of this stage event cannot also be the person in charge of another event (such as a food stall, flea market, festival stall, or other group event).

※Note: It is possible to be the person in charge of both a stage event and a group from the Kinugasa or BKC campuses.

☆Important: Only groups that fulfill all of the criteria above are eligible to apply.

※Volunteer groups and participants in the food stall, flea market, or festival stall events are not permitted to perform on the stage.  
Thank you for your understanding.

## 【Transition Time】

- Each group will have a 10 to 15-minute transition period.
- During this time, the Ritsumeikan University Broadcasting Center (RBC) will interview the performers.
- The interview content will be confirmed during the hearing.

## 【Live Streaming】

To ensure as many people as possible can enjoy the performances—especially if the stage area gets too crowded or for those who prefer to avoid large crowds—we will be live-streaming the stage events on YouTube again this year.

By applying, you agree to your performance being live streamed. The YouTube stream will also be shown at the OIC FOOD PARK on the day of the event.

## 【In Case of Rain】

The event will proceed even in the rain. However, this specific stage event will be canceled if the stage becomes unusable due to severe weather the day before, or if the OIC Festival itself is canceled.

In the event of cancellation, we will notify the group's representative via the official LINE account using the contact information they provided.

# Steps to Perform

## 1. Application (See pages 10–12 for details.)

Application Period: Wednesday, September 10, 10:00 AM

to Tuesday, September 30, 11:59 PM

How to Apply: Download the required files, fill out the forms, ensure all documents are complete, and then submit them via Google Form.

### Required Documents:

- Entry Form
- Performer List
- Pledge
- Information Form for the main and day-of pamphlets
- Photo for the main and day-of pamphlets
- Video for the selection process (Format: MP4)

※Please ensure your video file size is not too large.

## 2. Performance Content Review by the Student Office and University-wide Events Department

Dates: Wednesday, October 1 - Friday, October 3

The Student Office and the University-wide Events Department will review your performance to ensure it is suitable for this event.

Depending on this review, you may be asked to modify your performance, or we may need to conduct additional hearings. If this is the case, we will contact the group's representative by email or via the official LINE account.

## 3. Selection Process (See pages 13-14 for details.)

Date: Saturday, October 4, from 1:00 PM

If there are more applicants than available performance slots, the University-wide Events Department and RBC representatives will select the groups.

**Note: Your presence at this selection process is not required.**

## 4. Announcement of Selected Groups

Date: Saturday, October 4, from 5:00 PM

※The results will be sent via email to the project and group leaders.  
Please ensure that you are available to receive this notification.

**※Please be sure to check your email settings, as we have had issues with accounts blocking our messages in the past.**

The Project Leader is the person in charge of your stage performance, while the Group Representative is the leader of your organization. To ensure smooth communication between the University-wide Events Department and your group, please appoint one person for each role.

## 5. Hearing

※(See pages 15-16 for details.)

First Hearing Period: Saturday, October 11 to Friday, October 17

Second Hearing Period: Saturday, October 25 to Monday, October 31

During this time, the University-wide Events Department, RBC, and the group's representatives (Project Leader and Group Representative) will meet to discuss the content and methods of the performance.

※This will be conducted via Zoom. (The link and other details will be sent to you through the official LINE account the day before your hearing.)

## 6. Rehearsal

Date & Time: Saturday, November 22, 9:00 AM - 6:00 PM

Meeting Location: Terrace next to 7-Eleven

※For groups that do not require a sound check, the rehearsal will be a stage blocking rehearsal only.

※The specific date and time will be announced during your hearing and via the official LINE account.

## 7. Main Performance

Date & Time: Sunday, November 23, 11:00 AM - 6:35 PM

Location: Stage next to 7-Eleven



# About Sound

Due to our relationship with nearby residents, there are restrictions on sound for stage performances at OIC.

You are only permitted to use pre-recorded audio from a CD. While you can use a smartphone, please be aware that you may be asked to lower the volume if it is too loud.

If you plan to use instruments for your performance, you must notify the University-wide Events Department in advance. On the day of the festival, the University-wide Events Department will be monitoring sound levels. You may be instructed to adjust your performance to stay within a certain decibel range.

# Prohibited Actions

1. Slandering, slandering, or insulting other people through actions or speech.
2. Performance content is offensive to public order and morals.
3. Performance content that includes religious or political themes.
4. Damaging or destroying equipment and fixtures on the stage.
5. Any other actions or statements deemed inappropriate by the University-wide Events Department.

※Please be aware that violations of these rules will result in strict penalties, including financial compensation for damaged equipment and immediate disqualification from the event.

# Application Process

Period: Wednesday, September 10, 10:00 AM to Tuesday, September 30, 11:59 PM

※Please note that late applications will not be accepted.

Submission Location: Google Form

<https://forms.gle/nU1hJVGo2qMCRqnU7>

Eligibility: Groups affiliated with the Ritsumeikan University

Student Union

More than half of the performers must be Ritsumeikan

University students.

※Opening and closing groups are not included in the 11 groups.

## 【Application Process】

Please send the completed form with the necessary information, which you can find on the ‘OIC Festival Stage Event Application Form’ on the Student Union’s website.

## 【Required Documents】 ※Note: There are two separate files.

- Entry Sheet
- Performer List
- Pledge
- Information sheet for the general and day-of pamphlets
- Photo for the general and day-of pamphlets
- Video for the selection process (MP4)

## 【About the Video】

- The video must be no longer than 20 minutes.
- The content should be as close as possible to your planned performance on the day of the event.
- The video must be submitted in MP4 format.
- Please ensure the file size is not too large.
- Do not apply excessive editing to the recorded video.

## 【Important Notes】

- Please note that submitted documents cannot be returned.
- Please confirm that the event manager is not also in charge of other projects (food stalls, flea markets, festival games, or group events). If you are concurrently managing multiple projects, we may ask you to change the event manager or withdraw from the performance
- The event manager must be able to communicate in Japanese.

# About the Selection Process

## 【Date】

Saturday, October 4th, 13:00–

※You do not need to attend the selection process.

## 【Evaluation Method】

The submitted video for the selection process, which you uploaded via Google Form during the online application, will be evaluated by the project managers from both the University-wide Events Department and the RBC. They will assign scores based on the selection criteria. Please note that the scores will not be disclosed.

## 【Selection Criteria】

Performing groups will be selected based on the following criteria. The evaluation consists of three categories, with a maximum of 10 points for each, for a total of 30 points. In the case of a tie in total scores, groups with a higher score in Criterion ① will be given priority. Additionally, 2 points will be deducted for each incomplete submission document.

- ① Is the group's individuality and strengths expressed, based on their regular activities?
- ② Is the plan and performance suitable for the characteristics and format of the stage?
- ③ Is the content engaging and appealing enough to capture the interest of and be enjoyable for attendees?

### 【Announcement Date for Selected Groups】

Saturday, October 4th, 13:00-

※Selected groups will be notified via email.

※Groups that are not selected will also be notified of the decision.

# About the Hearing

You will have two discussions with the University-Wide Event Team and RBC regarding your performance. The dates and times will be arranged based on your submitted "Hearing Date Preference Form" after you've been selected. The Zoom link will be sent to you via the official LINE account one day before the hearing.

## 【Dates and Location】

1st Hearing: Saturday, October 11th - Friday, October 17<sup>th</sup>

2nd Hearing: Saturday, October 25<sup>th</sup> - Monday, October 31<sup>st</sup>

Venue : Zoom

## 【What to Bring to the 1st Hearing】

- ☐ Power Usage Request Form (if needed)
- ☐ Vehicle Entry Application Form (if needed)



- Please download these documents, fill them out, and submit them in Word format.

### 【What to Confirm at the Hearing】

- The discussion will be based on the ‘Hearing Question and Answer Sheet’ you submitted beforehand.

### 【Important Notes】

- Please be punctual.
- If you are going to be late, please contact us on the official LINE account.
- The event manager and the group leader must both attend the hearing.
- The same individuals should attend both the first and second hearings.
- Please be aware that if you miss a hearing without prior notice, your performance may be canceled or an additional hearing may be required.

# Regulations on Personal Information Protection of theRitsumeikan 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 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

# List of Required Documents

## 【Submission】

- ☐University Festival Stage Event Application Form
- ☐Entry Sheet
- ☐Performer List
- ☐Pledge
- ☐Information Sheet for the General and Day-of Pamphlets
- ☐Photo for the General and Day-of Pamphlets
- ☐Video for the Selection Process (MP4)

※。 Please note that the Entry Sheet is different from the one for group projects.

※Please keep a copy of your submitted materials for your records.

## 【For the Hearing】

- ☐Power Usage Request Form (if needed)
- ☐Vehicle Entry Application Form (if needed)

## 【Google Form】

Link : <https://forms.gle/nU1hJVGo2qMCRqnU7>

# Contact Information

Stage Manager, OIC Branch, University-wide Events

Department, Central Secretariat Office

MAIL : oic25stage@gmail.com

※Please include 'Regarding the OIC Stage Event' and  
your group's name in the subject line.

Response Hours: 10:00 AM - 5:00 PM

(Responses may be delayed on weekends and public  
holidays.)

Issued by : OIC Branch, University-wide Events Department,  
Central Secretariat Office