

Welcome Events Period

* Group Event*

Application Booklet

Kinugasa Ver.

* Event Period :

* April 7th (Fri.) ~ April 30th (Sun.)

Application Period(WEB) :

Feb. 13th (Mon.) 14 : 00 ~ March 1st 23 : 59

* Reception RU Student Union Website

TEL: 075-465-7891

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◎About the Welcome Events Period

Group Events ◎

❁What is the Group Events ❁

The purpose is to convey to new students the possibilities and attractiveness of extracurricular voluntary activities and to encourage their interest in them. **Therefore, you cannot recruit new students to join your group/club etc.**

※ Priority for the rental of facilities and equipment during the Welcome Events Period is given to groups that are planning Welcome Events group events.

※**This is different from the stage project held on the west side plaza on April 4 and 5.**

※**This is also different from the circle booth project held on April 4 and 5 for the purpose of recruiting new students.**

❁Groups that can participate in the event❁

Extracurricular Voluntary Activity Organizations of the 2023 Student Union
/College Project Groups /Other organizations authorized by the university

❁Others❁

Events held outside of the period of April 7 (Fri.) to April 30 (Sun.) will not be recognized as Welcome Event group event.

Acceptance of events during April will be suspended. Please be aware of this. After May, the normal schedule will apply.

Any form of revenue-generating event will not be considered as a project.

Please feel free to contact the Special Events Team if you have any questions.

(Please see last page for contact information and how to reach us)

Please review and strictly adhere to everything in this booklet!

◎Schedule◎

①Preparation of documents to be submitted

Refer to the "List of Items to be Submitted" on p. 39 and prepare the documents to be submitted to the Special Events Team. Please read and check this booklet carefully before preparing the documents to ensure that there are no deficiencies.

②Registration(See P.13)

This year, only the first round of applications will be accepted; there will be no second round of applications.

Please submit the required documents on the RU Student Union Website (Google Form). We will consider your application complete upon receipt of the documents.

If you would like to submit a project at OIC/BKC, please apply and submit the required documents according to the application booklet for **each campus, as the application procedures are different.**

Please attend the hearing and guidance at the campus where you have applied for the project.

★Registration Period★

Registration Period: Feb. 13th (Mon.)14:00~Mar.1st (Wed.)23:59

③ Meeting with the Special Events Team (See P.14)

There will be two meetings per group/organization.

For more details, see p.14 “About the meetings”

④ Approval of plans

The planning will be approved by the Welcome Events Executive Committee

Only after approval can equipment be purchased or advertised.

※Once the plan has been approved, no changes or cancellations will be allowed.

⑤ Announcement of the facilities and equipment

★Scheduled date and time of the announcement★

Late March

※A detailed schedule will be provided at the time of the meeting.

⑥ Information Session

March 27th (Mon.), March 28th (Tue.)

※Please participate on one of the two days.

※The location will be announced at a later date

In principle, this year, the information session will be conducted in person (individual correspondence will also be conducted in person only).

Attendees will be the person responsible for planning and the person

responsible for accounting.

The information session will be about the detailed flow and precautions to be taken until the day of the event.

If you must be absent due to unavoidable circumstances, please be sure to contact the Special Projects Department and have a substitute member join.

※Details regarding guidance will be provided at the meeting.

※If you are going to miss the guidance, please send an e-mail by 5:00 p.m. on the day before the information session.

※If you are absent from the information session, we will have an individual meeting at the Student Hall 207

(date and time will be announced later.)

【Notes】

- 1) This year, we will not ask you to submit a body temperature check sheet, but each group must record their own body temperature.
- 2) Please be sure to wear a mask and refrain from unnecessary conversation on the day of the event. Also, windows and doors will be open at all times, so please bring warm clothing if necessary
- 3) If you have a fever of 37.5°C or higher or feel unwell on the day or within two weeks, please be sure to be absent.

⑦Day of the event

It's the day of the event!

Try your best to keep the new students interested and entertained!

Please do not engage in any of the following acts. Upon discovery, you may be **cautioned or asked to stop or suspend the event**. In the event of a violation, the Special Events Team and the Welcome Events Executive Committee will comprehensively consider the severity of the violation and the need for disciplinary action and will decide whether or not to take disciplinary action against the offending group and what type of disciplinary action will be taken. **Some groups have received serious disciplinary actions in the past for violations**. Please be aware of this.

【Violations 】

- Doing something different from what was confirmed in the proposal or at the meeting.
- Doing something that may cause damage to property or destruction of facilities or equipment owned by the university, or if you damage property or destroy facilities or equipment owned by the university.
- Engaging in any activity that may cause inconvenience to other organizations or the general public.
- Failure to take measures to prevent covid infection, as confirmed in the proposal or at the meeting.
- In addition to the above, if the Special Events Team or the Welcome Events Executive Committee deems it inappropriate.
- Being involved in violent acts or other activities that may cause significant damage to other organizations or the general public.
- If the member has already been cautioned and does not show signs of improvement after repeated warnings.
- If the Special Events Team or the Welcome Events Committee deems the behavior to be extremely inappropriate.

⑧Submission of financial statements (see p. 29)

You are required to submit financial statements after the project is

completed. An information session on the preparation of financial statements will be provided. The procedures for preparing financial statements will be explained at that time. Details will be provided at the information session.

◎About COVID-19 measures

。 Each group is required to take measures against covid infection based on the following regulations.

All groups are required to take the measures listed under "1) Measures regardless of category," and in addition to these measures, they are required to take measures for the category to which their event is applicable.

For example, if you are exhibiting creative works, you are required to take the measures listed in "1) Measures not related to classification" and "2) Exhibits.

Please take the measures that apply to your organization.

※Please note that this may change in the future depending on the situation.

1) Measures regardless of category (All groups are requested to follow.)

- Please wear a mask up to the nose. If wearing a mask is difficult due to unavoidable circumstances, please wear a face shield. Please wash your hands and disinfect your fingers frequently.

- Please keep a record of the temperature and physical condition of all members of the club who are planning the Welcome Event for the past two weeks. We will not ask you to submit these records this year, but we would appreciate it if you could keep a good record for each group.
※If you have a mild cold that lasts for more than two days, or if you have difficulty breathing, high fever, abnormal taste or smell, or strong aversion to food, please be absent until the next day when you recover from the symptoms.
- Eating at the event site is prohibited for both groups and visitors, except for events that involve eating or drinking.
- Please be sure to place the laminated paper prepared by the Special Events Team in the area where the event is to be held, with mask-wearing tape. If the laminate is to be placed indoors, please place it in a visible location near the entrance, such as on a desk used for reception, etc. If the laminate is to be placed outdoors, please place it in a visible location near the entrance. For outdoor locations, since there may be no place to place the laminated paper, depending on the event, use a PP string to hang the laminate from the neck. (You do not need to purchase laminate with PP string as we will provide it. Please note that we do not provide duct tape.)
- When distributing or handing out materials, please do not hand them out by hand. If you distribute by hand, please set up a disinfectant solution and ask visitors to disinfect their handouts when they pick them up. If hand-distribution is to be done by hand, please ensure that the person distributing the materials wears armbands and gloves to prevent direct contact with visitors.

It is prohibited to advertise on the day of the event away from the location where the event is being held, such as walking around.

- If a member in your group gets covid at a later date, please cooperate fully with the investigation by the public health department or other authorities. Please also report to the Office of Student Affairs.
- If the BCP level is 2 or lower for indoor projects, measures will be taken to keep the space between people without limiting the number of people.
- Please take infection control measures, such as avoiding the 3Cs and wearing masks, even during rehearsals and other preparations.
- Please cooperate in spreading the word about these measures, as well as other information from the Student Union related to measures against covid infection. The Student Union and the Special Events Team will provide a uniform publicity text for this publicity, so please spread the text without editing it, except when it is necessary.

2) Exhibits

- Please ensure that a distance of at least 1 meter between people is maintained by a member of the group doing the event.
- Please take infection control measures such as making sure that the group **always puts duct tape on the floor** to make visitors aware of the distance.
- Please disinfect items that are likely to be touched by visitors.
- Please ensure constant ventilation.

3) concerts, performances, etc. (indoors)

- Please limit seating in the venue and keep a distance of at least 1 meter between people.

- Please keep a distance of at least 2m between the stage and the audience in the front rows.
- Ventilation will be provided in the venue before and after performances. If a group's performance lasts for a long period of time, **please make sure that the venue can be ventilated every 15 minutes to prevent sound leakage.**
- Please disinfect the door knobs and other parts of the venue that are expected to be touched by many people before and after a performance.
- Please do not stage performances that may come into contact with audience members (e.g., bringing audience members up on stage, groups going down to the audience seats, high-fiving, interaction among groups, cheering, etc.).
 - No food is allowed while watching the performance.

4) concerts, performances, etc. (outdoors)

- Please keep a distance of at least 1 meter between visitors. For this purpose, please provide seating, mark the audience's standing positions with tape on the ground with an ✕, etc.
- Please keep a distance of at least 2m between the stage and the audience in the front rows.
- Please do not perform in such a way as to come into contact with the audience (e.g., bringing audience members up on stage, groups going down to the seats, high-fiving, etc., to provoke cheering).
- No food is allowed while watching the performance.

5)Experiential Events (or the like)

- When conducting hands-on experiences, please disinfect all equipment, etc. used each time, keep a distance of at least 1 m as far as possible, wear a face shield or take other measures to prevent splashing, and provide ventilation at all times.

6)Other Events

- The decision will be made on a case-by-case basis based on the guidelines, etc. issued by each local government or government agency.

◎About Registration◎

※This year, in consideration of the covid situation, we have decided to accept applications **online**. Please note that in principle, we do not accept applications in person.

❀Registration❀

On the RU Student Union Website

[【https://www.ritsumei.club/2023/0203_12627/】](https://www.ritsumei.club/2023/0203_12627/)

*Please submit your application well in advance.

❀Registration Period ❀

Feb. 13th (Mon.)14:00~Mar. 1st (Wed.)23 : 59

❀If you want to make an event at BKC/OIC❀

- If you wish to conduct your project at BKC/OIC, please apply for your event according to the application booklet for each campus.
- Please attend the hearing/guidance at the campus where you have applied to conduct the event.

! Attention !

Please make sure that your documents are complete.

In principle, applications will not be accepted outside of the application period. However, if you are unable to make it to the camp, please contact the Special Projects Department (075-465-7891) prior to the application period during the available time.

◎About the meeting◎

❁What is the meeting❁

☞This is to discuss the contents of the event, the location of the event, the equipment to be used, the budget, etc. This is done to improve the quality of the event.

Will be held twice per organization. (Approximately 1 hour)

The schedule will be emailed as soon as it is decided. **Please check your e-mail.**

❁Meeting schedule❁

(As a general rule, hearings will be held between 10:00 and 17:00)

1 st session	March 5 th (Sun.)~March 8 th (Wed.)
2 nd session	March 14 th (Tue.)~March 17 th (Fri.)
Preliminary date for 1 st session	March 9 th (Thu.)
Preliminary date for 2 nd session	March 18 th (Sat.)

❁Meeting Method ❁

【How to have a meeting online (Zoom)】

1) The day before the meeting, the Zoom ID and password will be sent to the person in charge of planning, the deputy in charge of planning, and the accountant by e-mail. (In case there is a problem with Zoom, the ID and password for Skype will also be sent at the same time.)

2) If you are still unable to enter Zoom at the time of the hearing start, or if there is a problem with Zoom, please contact us by phone.

(Special Projects Department ☎): 075-465-7891

*We will ask for your preference on the date of the hearing in the submitted documents.

! Attention !

• Please make sure that the person responsible for planning and the accountant attend the hearing.

If you are unable to make it on the day of the hearing, a substitute is acceptable. However, **we ask that you share the details of the project with them and that they come to the hearing with a good understanding of the details of the project and the budget.**

• If the person in charge who attends the first meeting changes from the second meeting, please share the details with the person in charge and hand them over to them.

◎ How to write a proposal ◎

❁ What is a proposal ❁

The proposal is to tell the Special Events Team what kind of event each organization would like to do. Write your proposal using easy-to-understand language so that anyone can read it!

☞ Here's an explanation of each item ☞

❁ Event Name ❁

This is the name of the event you are planning. Please make sure it is in line with the content of your project.

Please do not submit it under a tentative name or change it after submission, as it may be used by the Special Events Team to distribute flyers at new student orientations, etc.

❁ Name of organization ❁

Please fill in the official name of your organization.

(Please pay special attention to whether or not Ritsumeikan University is included in the name.)

❁ Organization Category ❁

Please put a "0" in the category to which the organization belongs.

❁ Person in charge ❁

The person in charge must be a student of Ritsumeikan University. We will contact the person in charge of the event first. The person in charge of the event and the accountant must be different. The person

in charge of planning should be the person who will attend the event and be stationed at the site on the day of the event.

❁Intentions and goals ❁

Please describe in detail why you are doing this project and how you would like the new students to feel through the project.

❁Form of the event❁

Please mark with an X the form of your project.

❁Usual activities❁

Please describe what kind of activities your organization does on a daily basis.

If you need to make preparations prior to the date of the event, please include a timetable for the preparation days.

❁Details of content ❁

Please describe in detail what kind of event you are planning. We will hold a meeting based on what is written in this section. Please do not plan anything that deviates significantly from what we have confirmed at the meeting.

❁Layout Plan❁

Please provide a bird's eye view of the location of items and the flow of people at the location you would like to have your event at.

❁Corporate Sponsorship ❁

Please check whether you will receive corporate sponsorship or not. To receive sponsorship, please submit the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Pledge". For details, please refer to "Corporate Sponsorship" on page 35.

❀COVID-19 measures❀

Please refer to the section on countermeasures against new coronavirus infection from P.9.

Please select each item so that the Special Events Team can understand what measures will be taken for each project.

❀ヒアリング希望日程❀

Please indicate your preferred dates for both the first and second meetings, from first to third choice. We will send you an email as soon as the dates are confirmed. Please check the dates of the meetings and submit your preferences after checking them against the schedule of the person in charge of the hearing.

In principle, we will schedule the meetings according to the dates submitted, but if there is a conflict, we will decide in the order of receipt of applications.

❀Pledge❀

Please read the application form carefully and fill in the required information.

❀Facility Request Form❀

Please be sure to fill out up to your third choice.

◎About Facilities◎

⚠ Major changes from last year ⚠

This year, we will stop accepting applications for events during the month of April. Please note that groups that have not applied for the group events will not be able to hold events.

❁Facilities for the event❁

• Event Hall

Student Center Small Hall、 Music Hall、 Open Factory、
IG101、 IG102、 IG Hall Multipurpose Room 1,2 and 3、
East Plaza、 West Plaza

• Classrooms

Igakukan 、 Zonshinkan、 Ryoyukan、 Koshinkan、 Jyukokan、 Yoyokan、
Shigakukan、 Kenshinkan

• The former Domoto Insho House (In some cases may not be available due to prior reservations or depending on the content of the event.)

※Please note that the location of the event may be subject to change due to class schedules.

❀About the facilities for group events ❀

The Special Events Team and the Office of Student Affairs will be in charge of coordinating, applying for use, and reserving facilities for group projects this year. Please do not apply or make reservations on your own. Please note that this is a major change from last year.

❀About the waiting room ❀

This year, **groups are asked to use TriR to reserve a waiting room by themselves.** Please apply for the number of waiting rooms to be reserved **within the range of the number of rooms used for regular activities.**

❀Available Facility Usage Hours ❀

- Student Center+Event Hall...9:00~22:30
- IG101+IG Multipurpose Hall 1・2・3...9:00~21:30
- IG102...9:00~18:30
- classrooms in general (weekdays)...18:00~21:30
- outdoors(East・West Plaza)...Tuesday and Wednesday at lunch(12:15~12:55)

※Outdoor sound is available from 12:20 to 12:50.

※This may vary depending on regular classes, school events, and facilities.

※Open hours for all facilities are 9:00-18:30 on Sundays and holidays.

❀About the facilities for sound production ❀

- Places where musical instruments are allowed to be played

Student Center Small Hall、 Music Hall、
IG101、 IG102、 IG Hall Multipurpose Room 1,2 and 3、
East Plaza、 West Plaza

- Singing without a microphone is allowed (no musical instruments)

Kenshinkan(KE301、 KE302、 KE401、 KE401)
Ryoyukan (RY401 ~RY408、 RY501 ~RY508)

※Sound is available in IG101 and IG102 from 9:00 to 18:30.

※Sound for outdoor projects will be from 12:20 to 12:50.

※Outdoor projects will be conducted in the presence of the Office of Student Affairs and Special Events Team. Please be aware of this.

【Notes】

- The Special Events Team will not be responsible for any damage to property or other problems that may occur as a result of the event.
- After the event, each group is responsible for returning all facilities to their original state and cleaning up.
- Please be sure to return all desks, chairs, and other items that have

been moved to their original state.

❁Where to borrow the keys❁

• Student Center...Student Center IF Reception

• Event Hall...Campus Information Center

❁The keys for the Student Hall Small Hall • Music Hall, please borrow
the keys at the Student Center

• Classrooms in general...no need to borrow keys

◎About Equipment ◎

❁About the Adjustment Period and Eligibility❁

During the Welcome Event Period (April 7(Fri.)-April 30(Sun.)), many projects are expected to take place, and there is a risk that the equipment used for each project may overlap. Therefore, the Special Events Team will be in charge of managing and coordinating equipment for all projects during the Welcome Event Period.

❁About the announcement of equipment❁

☆Scheduled date and time for announcement☆

Late March

※The detailed schedule will be provided at the time of the hearing.

! Attention !

The date of the presentation may be moved back or forth depending on circumstances at the university. If rehearsals, etc. are to be held beforehand, please follow the normal procedures for borrowing equipment by each group. Please understand in advance that the announcement of equipment may be delayed.

©About the usage of equipment©

❁About equipment that are requested often❁

In past years, we have received many requests for equipment such as blackout curtains, partitions (display panels), electric drum cords, etc., which can be difficult to coordinate. Therefore, please understand that not all requested equipment may be available. Also, please understand that if there is an overlap in requests for other equipment, the Special Events Team will make adjustments after conducting meetings.

❁Classroom equipment❁

Desks, chairs, displays, microphones, etc. that come with each classroom are available for use. For classroom equipment, a "teaching desk key" is required to use the displays and microphones. In this case, **please indicate so on the equipment use application**. Also, please make sure to check the equipment in each classroom in advance. The Special Events Team will not check.

❁Final Reservation❁

The Special Projects Department will be in charge of submitting requests for use of equipment, which can be done one week prior to the date of use. Therefore, it is not necessary for each organization to make the final reservation.

! Attention !

- Please take full responsibility for the equipment you use. Please do not damage, lose, or damage the equipment. You may be asked to pay for any such damage. The Special Events Team will not be responsible for any damage to the equipment, so please handle

them carefully.

- Some fixtures are available in multiple types and sizes. Please refer to the examples below for details. In addition to the equipment shown below, there are other equipment that can be used. For details, please refer to the “List of Equipment available” and the photo collection of the equipment.
- Please note that any changes to equipment after the adjustment results have been announced will not be permitted. Please understand this in advance.
- The number of equipment is limited. If a large number of equipment is used for one event, it may be difficult to implement other events. Therefore, please estimate the minimum amount of equipment required and fill out the "Application for Equipment Use" form after sufficient simulation.
- Please note that many groups will be using the equipment. Please be sure to borrow and return equipment within the allotted time.
- Please indicate the minimum amount of time you would like to use the equipment. Please note that we may not be able to accommodate your request for a cart or trolley, as many groups request them. Please understand this in advance.
- Moving equipment within the facilities is not permitted. If you wish to move equipment, please contact the Special Events Team.
- For details on how to use each piece of equipment, please check with the receptionist on the first floor of the Student Center.

Equipment name	note
bench	Foldable Size 180 (W) x 45 (W) x 90(H) (cm)
Folding chair	foldable
microphone	wired and wireless
microphone stand	tabletop/floor/boom type
electric drum cords	3 types: 30m, 50m, 100m
trolley	Convenient for carrying heavy objects.
Cart	Can carry more things compared to a trolley
Partition	There are two types including the old type. Please ask our staff for details.

©List of Equipment available©

Common Equipment			Common Equipment		
No.	Name of Equipment	Quantity	No.	Name of Equipment	Quantity
101	Microphone (with 5m cable)	15	136	Blackout Curtain (Whole set, Old, A/B)	1 set
102	Vocal Microphone (Mic for music use)	11	139	Blackout Curtain (A set, Old)	1
103	Mic Stand (Table Top)	10	140	Blackout Curtain (B set, Old)	1
104	Mic Stand (Table Top, Flexible)	1	141	Blackout Curtain (Spare, no normal rental)	1 set
105	Mic Stand (Straight)	4	142	Flat table (All, Small Hall)	1set
106	Mic Stand (Boom)	8	143	Flat table (Large/Thick, Small Hall)	8
107	Cord Reel (30m)	13	144	Flat table (Large/Thin, Small Hall)	50
108	Cord Reel (50m)	8	145	Flat table (Corner, Small Hall)	2
109	Cord Reel (100m)	6	146	Foot Base (Large, base for stands)	2
110	Stepladder (Extra Large, 3.0m)	3	147	Foot Base (Medium, base for stands)	6
111	Stepladder (Large, 2.0m(4.0m))	8	148	Foot Base (Small, base for stands)	3
112	Helmet (must use when using No.10.1.1)	25	149	Tiered platform (with assembling set)	1
113	Stepladder (Small, 1.5m(3.0m))	1	150	Temporary stage (with assembling set)	1
114	PA set (Large) must use trolley to move	1	151	Curtains (for covering lights on stage)	2
115	PA set (Small)	2	152	Remote Controller (for K905)	1
116	portable microphone (Large)	3	153	Extension Cord (10m)	10
117	portable microphone (Small)	1	154	Extension Cord (5m)	10
118	Tally counter	5	155	Circulator (with extension cord)	30
119	Tape measure (50m)	3	156	HDMI cable	2
120	Tape measure (100m)	2	157	Hall Map	3
121	Projector	2			
122	Projector(ultra short-focus)	1			
123	Stand-alone projection screen	1			
124	Picture Hanger (Large)	47			
125	Picture Hanger (Medium)	16			
126	Picture Hanger (for SUBWAY)	25			
127	noise meter/phonometer	2			
128	A-frame sign (with accessories)	1			
129	Gold folding screen	2			
130	Dimmer control	1			
131	Long table	10			
132	Chair (Foldable chairs for students) ⑧	50			
133	Blackout Curtain (Whole set, New, A/B/C/D)	1 set			
134	Blackout Curtain (A set, New)	1			
135	Blackout Curtain (B set, New)	1			
136	Blackout Curtain (C set, New)	1			
137	Blackout Curtain (D set, New)	1			

Igakukan Basement storage equipment (must submit a document to the campus information center)		
No.	Name of Equipment	Quantity
401	Partition (New)	59
402	Desks (for both Igalulan and Multipurpose room)	8
403	Chairs (for both Igalulan and Multipurpose room)	18
404	Information Boards (for both Igalulan and Multipurpose room)	2
405	Portable Stage (for both Igalulan and Multipurpose room)	2

Small Hall Equipment			Igalulan Hall Equipment		
No.	Name of Equipment	Quantity	No.	Name of Equipment	Quantity
204	Wire microphone (Small Hall)	5	304	Wired Microphone (cable needed)	8
205	Wireless microphone (Small Hall)	2	305	Igalulan #1 Wireless Microphone	1
206	Wireless pin microphone (Small Hall)	2	306	Pin microphone	1
207	Sound collecting microphone (Small Hall)	3	307	Microphone cable (5m)	10
208	Intercom headset (Small Hall)	1 pair	308	Microphone cable (5m)	10
209	Floor-type Mic stand (Small Hall)	2	309	Mic Stand (Table Top)	8
210	Stepladder (Small Hall)	1	307	Floor-type Mic stand	4
211	Extension cords (All 209-213) (Small Hall)	1 set	308	Mic Stand (Boom, for performers)	8
212	Extension cords (C-C) (1m)	50	309	AV rack key (ROSSD)	1
213	Extension cords (C-C) (3m)	20	310	AV table key	1
214	Extension cords (C-C) (5m)	10	311	Suspension control panel key	1
215	Extension cords (C-C) (10m)	10	312	Wireless Microphone (for Igalulan Hall #2)	1
216	Extension cords (C-C) (2m)	15	313	Backstage microphone key (for Igalulan Hall #2)	1
218	Extension cords (spare equipment)	x	314	Backstage Suspension key (for Igalulan Hall #2)	1
219	Connecting (extension) cords II - II	20	315	AV equipment (for both Igalukan and Multipurpose room)	1
217	Connecting (conversion) cords C - II	10	316	AV equipment key (for both Igalukan and Multipurpose room)	1
218	Gel/color filter holders	50	317	Wireless Mic (for both Igalukan and Multipurpose room)	2
219	DFI/Fresnel lens light	8	318	pin microphone (for Igalulan Hall #2)	1
220	Stand-alone spot light	2			
221	Small Spot light	6			

Igakukan West storage equipment (must submit a document to the campus information center)			Transportation equipment (report time of use in advance)		
No.	Name of Equipment	Quantity	No.	Name of Equipment	Quantity
501	Long Desk	100	601	wagon (metal)	3
502	Chairs (foldable, for students)	200	602	wagon (aluminum, Large)	1
503	Tiered platform (Large)	5	603	wagon (aluminum, Small)	1
504	Tiered platform (Small)	2	604	cart (for carrying equipment)	2
505	Partition (Old)	53	605	cart (for carrying equipment)	2
506	Metal fittings for the partition (edge)	65	606	cart (for carrying light equipment, Large)	2
507	Metal fittings for the partition (middle)	44	607	cart (for carrying light equipment, Small)	2
508	Linoleum Rug	7			

Exercise Mattress (protective equipment)		
No.	Name of Equipment	Quantity
701	Connectable Mattress	100
702	Mattress (cushion)	1
703	Color Mattress	2

Kitchen Equipment			Cheerleading Goods		
No.	Name of Equipment	Quantity	No.	Name of Equipment	Quantity
801	IH Pot Set ※cannot use over IH	1 set	901	Big Jersey (dark red)	1
802	Microwave Oven	1	902	Big Jersey (white)	1
804	IH Cooker	2	903	Flag (Beyond Borders)	28
805	Hot Plate	2 set	904	Flag R Ritsumeikan	28
806	Rice cooker (Large)	1	905	Flag 立命旗	28
807	Rice cooker (Small)	1	906	Flag parts (pole)	60
808	Knife set	1 set	907	Flag parts (pole parts)	60
809	Tea set	1 set	908	Flag parts (base)	10
810	Glass cup	11	909	Banner (6.0x0.8m)	1
811	Jug	4			
812	Kettle (Large)※cannot use over IH	2			
813	Kettle (Medium)※cannot use over IH	1			
814	Kettle (Small)※cannot use over IH	1			
815	Pot with two handles	2			
816	Stockpot	2	951	Cheer sticks	0
			952	Cheer sticks	0
			953	megaphones	0
			954	paper megaphones	checking stock
			955	Harisen (slapstick)	0
			956	Cheer guard	checking stock
			957	OG Flag	checking stock
			958	Tote bag	checking stock
			959	hand flag (white)	checking stock

Please refer to the Student Union website for a photo collection of the rental equipment.

©About Vehicle Entry/Electricity Usage©

❁About Vehicle Entry❁

Vehicles are not allowed on the premises unless it is deemed essential to do so during the New Year's festivities, such as for carrying in and out equipment. The Special Events Team will apply for the entry of lorries, but we ask that each group apply for the entry of vehicles before the Welcome Events.

❁About Electricity Usage❁

You must apply for power when using electrical outlets in each facility.

You do not need to apply for power for equipment provided in the classrooms. Please do not use any power other than that for which you have applied, or any power not related to your project. Please note that the breaker will trip if you use more than the maximum of 1500W per outlet or 2000W per circuit.

◎Budget◎

❀Financial Assistance❀

If your project is approved, you may receive financial assistance from the Student Union fee after approval. If the same project is to be held at another campus, the budget can be combined at a convenient location, such as the campus where the accountant is located.

❀What is the Student Union Fee ❀

Student Union Funds are collected from all Ritsumeikan University students to support regular classes and extracurricular activities.

❀amount of aid❀

50% of the necessary expenses (up to 250,000 yen)

Example 1) If the required expenses are 100,000 yen

☞ 100,000 yen x 50% = 50,000 yen aid

Example 2) When the required expenses are 700,000 yen

☞ 250,000 yen assistance for exceeding the upper limit

❀About necessary expenses ❀

The funds will be allocated for those items listed as eligible for disbursement in the "RU Student Union Withdrawal Criteria Chart" on page 32. However, items that are not related to the project itself or for which the budget calculation is ambiguous will not be allocated

❁How to Budget❁

- 1) Find out the price of the items you need for your planning. If the items are sold at the Co-op, use the Co-op's prices as a basis. **Please note that prices on Amazon and other online retailers fluctuate wildly and may change before or after your budget is approved, so unless the item can only be purchased through Amazon or other online retailers, please buy from ASKUL, Co-op, or other vendors that are less prone to price fluctuations.** Please also attach a copy of the price (e.g., Amazon URL, photo with price, etc.) to the budget worksheet (Excel).
- 2) Please use the "2RU Student Union Fee Withdrawal Criteria" on p. 33 to categorize the items you need. Please submit the Budget Worksheet (Excel) using the submission form.

❁Purchase of Items❁

☆Purchase Period☆

The budget will be approved only after the project is approved. If your project is approved, the Special Events Team will contact you.

✘Under no circumstances will Student Union Funds be used to purchase items purchased prior to approval.

✘Under no circumstances will alumni association funds be used to purchase items purchased prior to approval.

❁About Receipts❁

- Please make sure to have the name of the recipient written as "Welcome Events Executive Committee" on the receipt.
- The date, issuer's name, and issuer's seal must be written on the

receipt.

• The date, issuer's name, and issuer's seal must be written on the receipt.

• Please confirm that the total amount is correct.

※In the unlikely event that a receipt is incomplete, please ask the store that issued the receipt to correct it. Please do not correct it yourself.

※Financial assistance will not be provided for items that do not have receipts or that do not comply with the above precautions. Please be careful.

例)

領収書		
宛名	立命館大学学友会新歓実行委員様	2023年○月○日(○)
¥1,560-		
但し A4 コピー用紙 ¥380×3、ボールペン ¥84×5		
生協 印		

❀About the Financial Statement❀

• If you receive financial assistance, you are required to attend the financial guidance. This must be attended by the person responsible for accounting. The details of the guidance will be announced at the time of the meeting.

• Insurance coverage is included in the **necessary expenses**.

• For items to be ordered by vendors (e.g., flyers), quotes from vendors must be submitted at the time of the meeting.

© RU Student Union Withdrawal Criteria Chart 2023©

Consumable expenses	withdrawable
Book expenses	withdrawable
Postage expenses	withdrawable
Transportation expenses	withdrawable
Printing expenses	withdrawable(Outsourcing to a vendor requires permission from the Welcome Events Executive Committee)
Rental Fees	withdrawable
Insurance	withdrawable
commission	withdrawable
Personnel expenses	On-campus: up to 5,000 yen per person Off-campus: permission must be obtained from the Welcome Events Executive Committee
Federation Fee	unable to withdraw
Accommodation Fee	unable to withdraw
Equipment Fee	unable to withdraw
Repair Expenses	unable to withdraw
Miscellaneous expenses	unable to withdraw

©RU Student Union Funds Withdrawal Criteria ©

Consumable expenses	General consumables and general office supplies (e.g., envelopes, PPC paper, drawing paper, arts and crafts strings, line tape, parts, gym lime(line powder), files, etc.)
Book expenses	books, CD, DVD etc. (e.g., technical books, newspapers, periodicals, maps, sheet music, etc.)
Postage expenses	Phone/internet bill, postage fee, shipping (e.g., phone bills, postage, mail, postcards, stamps, etc.)
Transportation expenses	Transportation expenses (e.g., shuttle bus tickets, public transportation, trucks for transporting people and goods, etc.)
Printing expenses	Printing expenses related to items that the organization publishes externally (e.g., copy cards, off-campus copies, flyers outsourced to vendors, photo developing costs, etc.)
Rental Fees	Money for facility use, rental equipment, etc. (e.g.) Money for facility use, rental equipment, copyright fee, accommodation fee
Insurance	Insurance related to the event (e.g., recreation insurance, etc.)
commission	commissions (e.g., bank transfer fees, cash on delivery fees, etc.)
Personnel expenses	General personnel expenses (e.g., lecture fee/transportation fee, etc.) Expenses associated with bringing in lecturers.
Federation Fee	Money paid to a federation (e.g., federation dues, participation fees, advertising fees, pamphlets, etc.)
Accommodation Fee	Accommodation fee (e.g.) lodging expenses, camp fees, travel expenses, etc. minus food expenses (lodging expenses)
Equipment Fee	All Equipment (non-consumables)

	<p>We will decide whether the item is consumable or not based on the unit price of 10000 yen, and also how the item will be used.</p> <p>(e.g.) PCs, shredders, shelves, desks, etc.</p> <p>(If approved by the meeting body related to the special budget, withdrawals are allowed.)</p>
<p>Repair Expenses</p>	<p>For repairing and maintaining equipment</p> <p>*Cleaning fees, instrument repair fees, etc. (Costs for repairs in the event of damage to rental items are treated as miscellaneous expenses.)</p>
<p>Miscellaneous Fee</p>	<p>Money related to the scope of an individual's activities rather than the activities of an organization.</p> <p>*Medical supplies, playground equipment, food and beverages, wedding and funeral related items, uniform outfits, etc.</p>

◎Inviting Professional Talents and Lecturers◎

During the Welcome Events Group Events, groups may invite professional talents and lecturers on their own only when it is deemed necessary to better present the activities of the group. In this case, the following complicated work and knowledge are required.

- Handling in case of trouble
- Negotiation of guarantees and contract
- How to sign a contract
- Security plan preparation

※Notes

- Planning simply to invite professional talents or lecturers may not be approved because it may undermine student initiative.
- In addition, if a project is not approved after negotiations with a professional talent or lecturer have begun and the project cannot be carried out, there is a risk that a penalty fee will be charged.

◎Please consider carefully what you want to show in your event and whether or not inviting professional talents or lecturers is really the appropriate way to maximize your organization's appeal.

◎Corporate Sponsorship◎

○What is corporate sponsorship

Corporate sponsorship is the act of receiving support from an organization or company outside the university for a student's extracurricular activity. However, extracurricular activities are student-centered. Therefore, in order to prevent commercial activities by companies and to prevent confusion among new students, corporate sponsorship is only permitted when it is deemed appropriate after consultation with the Special Events Team. Please understand.

※Because corporate sponsorship is self-responsible, the Special Events Team will not be held responsible for any problems that may arise between the sponsoring company and the organization.

○Flow of Corporate Sponsorship

- ①Read and confirm the "Corporate Sponsorship Guidelines" carefully.
 - ②Submit the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Agreement" at the registration.
 - ③Submit the details of the corporate sponsorship and a sample of the sponsorship item (corporate advertisement, merchandise, etc.) at the time of the meeting.
- When a stamp of approval is affixed to the sample and the sponsorship is approved, the sponsorship will become possible.

© Corporate Sponsorship Guidelines ©

❁ Sponsorships that organizations can receive from companies ❁

- Receiving advertising fees for brochures and leaflets for the event.
- Receiving prizes to be used as giveaways for your project.
- Receiving free rent or goods to be used in the event.
- Receiving funds for the operation of the project.

❁ What companies are allowed to ask organizations for as compensation for sponsorship ❁

- Publication of the company name (on posters, pamphlets, websites, SNS, etc.)
- Introduction within the company (However, no one from the company is allowed to appear in the event.)
- Display of prizes to be used or distributed in the event
- Advertisements on flyers and leaflets that mainly promote the event

! What companies are not allowed to ask !

- Commercial activities for profit (selling goods on campus, making contracts, etc.)
- Corporate sponsors are not allowed to have their own staff members appear at the event to advertise their company.
- Providing a company booth (a certain area on campus for the company)
- Conducting questionnaires
- Recruitment activities
- Posting of real estate advertisements
- Wearing of company uniforms by students (however, it is possible for

students to wear costumes that are not company uniforms).

- Admission of company officials to the premises
- Any other activities deemed inappropriate by the Special Events Team or the Welcome Event Executive Committee.

! Specific Allowance for Advertisements !

Posters, single-sided leaflets, pasted leaflets	Less than 1/2 of the total
Double-sided leaflets	Less than 1/2 of the total (No single-sided ads are allowed.)
Pamphlets	Less than 1/2 of the total
Pocket Tissues	Less than 1/2 of the total (ケース全面は不可)
video (still image)	Less than 1/4 of the total
video (moving image)	Less than 1/10 of the total
Audio	Less than 1/10 of the total
Others	Less than 1/4 of the total

! Attention !

- Please be sure to submit the "Corporate Sponsorship Application Form" and "Corporate Sponsorship Agreement" and samples to the Special Events Team prior to the event.

(※No unauthorized materials may be distributed or displayed.)

- Please be sure to submit a sample of your distribution materials to the Special Events Team prior to submission or preparation.

• Start-up businesses and joint industry-academia projects are also included in corporate sponsorship.

! Penalty !

- In case of corporate sponsorship without applying to the Special

Events Team

- Failure to comply with the guidelines
- If you use something different from what has been confirmed by the

Special Events Team

© Terms and Conditions Concerning Personal Information ©

(Purpose)

Article 1.

The purpose of this agreement is to protect personal information obtained by the Special Event Teams (hereinafter referred to as "the Teams") in the course of its activities.

(Definitions)

Article 2.

Personal information, as used in these rules, refers to information that can be used to identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3.

The Teams shall be responsible for complying with this Agreement with regard to the protection of personal information.

(Person in charge of management)

Article 4.

The General Manager of the Business Division shall be appointed as the person in charge of managing personal information protection in the Teams.

Article 5.

The person in charge of managing personal information shall instruct and supervise the staff of the Teams to comply with the Rules.

(Safety Management)

Article 6.

The Teams shall strictly manage personal information so that it cannot be accessed by

third parties.

(Purpose of Use)

Article 7.

The Teams shall use personal information only for the purpose of planning and operating the Welcome Events.

(Disposal)

Article 8 The Teams shall dispose of personal information as soon as possible after the completion of all operations stipulated in the preceding article.

(Provision to a third party)

Article 9.

The Division shall not provide personal information to third parties.

Article 10.

Notwithstanding the preceding article, the Teams may provide personal information to a third party in any of the following cases:

1. when the Teams obtains consent from the provider of the information
2. when requested by the police or a court of law to disclose information in connection with a case investigation
3. when required by law.

©List of Items to be Submitted©

※This year, we are asking you to submit your documents via Google Form on the Student Union website.

❁Documents to be submitted❁

- Proposal (Word)
- About COVID-19 measures (Word)
- Preferred Meeting Schedule (Word)
- Application for use of facilities (Word)
- Application for the use of equipment (Word)
- Pledge (Word)
- List of event members (Excel)
- Budget Worksheet (Excel)

❁Documents to be submitted if necessary❁

- Corporate Sponsorship Application Form
- Corporate Sponsorship Pledge Form
- Vehicle Entry Form
- Application for Electricity Use

! Notes !

○Please provide the email address that we can contact you most often (school email is ok) for the proposal and for the request for equipment and use.

○If there are any missing or omitted information, you may be asked to resubmit the proposal. If you fail to submit your application by the end of the application period, we will not be able to accept it.

Contact Information

Central Administration Office

Special Events Team

☎075-465-7891



info@r-circle.net

For inquiries by e-mail about the group project, please send to
Please make the subject line **[Kinugasa Group Event for the
Welcome Event 2023]**.

in the subject line.

We may not be able to process your email and our reply may be
delayed.