



2024 OIC Festival Stage Planning Recruitment Booklet

<Application Period>

July 29 (Monday) – August 30 (Friday)

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Publisher: Student union Central Administrative Office

Special Event Team OIC



OIC Stage Theme: 『**Colorful**』

This year, we have decided to set a theme for the OIC Stage Planning.

The theme for this year is "Colorful"!

We look forward to seeing each group's unique characteristics expressed through their performances. We also hope that the participants can experience the school festival to the fullest!

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Overview of OIC Stage Planning (hereinafter referred to as "this plan")

Location: Sora Plaza

Date and Time: November 10 (Sun), 11:00 – 18:05



【About Recruitment】

- Only performance groups are recruited.
- For details, see the “About Sound” section on page 11.
- Each group has a maximum presentation time of 20 minutes (excluding transition time).
- Recruitment slots for 12 groups

【Eligibility】

1. The majority of performers must be Ritsumeikan University students.
2. The representative must be a Ritsumeikan University student.
3. The group must belong to the Ritsumeikan University Student Union.
4. The project leader must not hold concurrent positions in other projects (such as booths, flea markets, festival plans, or group plans).

☆ Only groups that meet all the above criteria can apply.

✂Participation of voluntary groups is not allowed, and those participating in other projects (booths, flea markets, festival plans) cannot participate in the stage planning. Please note this in advance.

【About Interval】

- Each group has a transition time of 10 minutes.
- During the transition time, interviews with the performers will be conducted by the Ritsumeikan University Broadcasting Center (RBC).
- The content of the interviews will be confirmed during the hearing.

【About Livestreaming】

Due to potential overcrowding in the stage area and considering that some visitors may be uncomfortable with crowded places, we will live stream the stage events on YouTube to allow as many people as possible to watch. Please apply with the consent for this streaming plan. The YouTube broadcast will also be shown in the resting area and OIC FOOD PARK.

【In Case of Rain】

Since Sora Plaza has a roof, the event will still be held in case of rain. However, if the stage cannot be used due to severe weather conditions the day before, or if the OIC festival is canceled, this plan will also be canceled. In case of cancellation, we will notify the representative via official LINE.

Process to Participation

1. Registration ※For details, please see pages 12 - 13.

Registration time: July 29 (Mon) 10:00 – August 30 (Fri) 23:59

Registration Method: Download the submission file, confirm that all required files are included, fill them out, and submit via Google Form.

- Entry sheet
- Performer List
- Preferred Hearing Date Sheet
- Hearing Question Response Sheet
- Pledge
- Information Sheet for General and Day-of Brochure
- Photos for Comprehensive and Day-of Brochure
- Selection Meeting Video (MP4 format)

2. Performance Content Confirmation by Student Office and Special Event Team

Period: August 31 (Sat) – September 4 (Wed)

The content of the performances will be reviewed by the Student Office and the Special Event Team responsible for this plan to ensure they are suitable for the event. Based on this review, changes to the performance content may be suggested,

and additional hearings may be scheduled. Representatives will be notified via email.

3. Selection Meeting ※For details, please see pages 14 - 15

Date: September 5 (Thu) 13 : 00 -

If the number of applicants exceeds the available slots, the Special Event Team and RBC will select the performing groups.

※Participation in the selection meeting is not required.

4. Announcement of Selected Groups

Date: September 5 (Thu), 6 (Fri)

※Results will be notified via email to the project and group leaders. Please ensure that the leaders are reachable.

※The planning manager is the person in charge of the stage while the leader is the representative of the group. To prevent any miscommunication between Special Event Team and the group, please assign one person for each role.

5. Hearing ※For details, please check page 16 – 17.

Period: 1st: September 9 (Mon) – September 15 (Sun) 9:00 – 17:50.

2nd: September 23 (Mon) – September 29 (Sun) 9:00 – 17:50.

The Special Event Team, RBC, and the representatives (project leader and group leader) will discuss the content and method of the presentations.

※The hearing session will be conducted via Zoom (links will be sent via official LINE the day before the session).

6. Rehearsal

Date: November 9 (Sat) 8:30 – 20:00

Location: Sora Plaza

©Groups who not prepared sound will have a basic rehearsal.

©Detailed schedule will be announced during the hearing session and via official LINE.

7. Main Event

Date: November 10 (Sun) 11:00 – 18:05

Location: Sora Plaza

About Sounds

As the loud sound may irritate with nearby residents, there are restrictions on sound output during stage performances at OIC. Sounds from CD are primarily allowed. Smartphones may be used, but excessive volume may result in a request to lower it. Performances involving musical instruments are allowed, but this must be announced in advanced to the Special Event Team. Sound measurements will be conducted during the event, and instructions will be given to ensure performances remain within acceptable limits.

Prohibited Actions

- ① Defamation, insults, or abusive statements towards others
- ② Content that violates public order and morals
- ③ Religious or political content
- ④ Damage or destruction of stage equipment or facilities
- ⑤ Any actions or statements deemed inappropriate by the Special Event Team

※Violation of these rules may result in the cancellation of the performance and compensation for damaged equipment or facilities.

About Registration

Period: July 29 (Mon) 10:00 – August 30 (Fri) 23:59

Location : Google form <https://forms.gle/UuoVpqs4Nm83NXNu5>

Eligibility: Groups belonging to the Ritsumeikan University Student Union with most performances being Ritsumeikan University students (excluding voluntary groups)

Number of Groups: 12 in total (excluding opening and closing groups)

※Opening groups and ending groups are not included in the 12 groups.

【Registration Process】

Please fill in the required information in the “Academic Festival OIC Festival Stage Planning Application Form” on the Alumni Association website and send the file.

【Submission】 ※There are two separated files.

- Entry sheet
- Performer list
- Preferred hearing schedule
- Hearing sheet ※Submit as PDF
- Pledge
- Information entry sheet for general brochure/day-of brochure
- Photos for General and Day-of Brochures
- Selection Meeting Video (in MP4 format)

【Regarding the Content of the Video】

- The video should be within 20 minutes.
- Please ensure the content is as close as possible to the actual presentation on the day.
- Submit the video in MP4 format.
- Do not apply excessive editing to the recorded video.

【Important Notes】

- Please note that submitted documents cannot be returned.
- Ensure that the project leader is not concurrently holding a leadership position in other projects (such as food stalls, flea markets, festival plans, or group plans). If they are, you may be asked to change the project leader or withdraw from the performance.
- The project leader should be someone who can communicate in Japanese.

Regarding the Selection Meeting

【Occurrence day】

September 5 (Thu) from 13:00

※Attendance at the selection meeting is not required.

【Selection Method】

The videos submitted through the Google Form during the web application will be evaluated by the project managers from the Special Event Team and RBC based on the selection criteria. *Please note that the scores will not be disclosed.*

【Selection Criteria】

The participating groups will be selected based on the following criteria. There are three scoring items, each with a maximum score of 10 points, for a total of 30 points. In the case of 2 groups having the same scores, the group with the higher score in criterion ① will be given priority. **Additionally, any deficiencies in the submitted documents will result in a 2-point deduction per document.**

- ① Whether the content is engaging and enjoyable for the attendees.
- ② Whether the presentation reflects the group's daily activities and demonstrates uniqueness that sets it apart from other groups.
- ③ Whether the content is suitable for the characteristics of the stage.

【Announcement of Selected Groups】

Dates: September 5 (Thu), September 6 (Fri)

※The results of the selection meeting will be communicated via email.

※Groups that were not selected will also be notified via email.

About Hearing

We will hold two discussions with the Special Projects Department and RBC regarding the performance. The data and time will be adjusted based on the “the Hearing Schedule Preference Form” submitted at the time of registration. A Zoom link will be sent via email by the day before the hearing.

【Date, Time and Location】

Date & Time : 1st day September 9 (Monday)~September 15 (Sunday) 9 : 00
~17 : 50

2nd day September 23 (Monday)~September 29 (Sunday) 9 : 00~
17 : 50

Location : Zoom

【Items to Bring for the First Hearing Session】

Power Usage Request Form (if necessary)

Vehicle Entry Application Form (if necessary)

- Download the necessary forms, fill them out, and submit them in Word format.

【Things to Confirm During the Hearing Session】

◎The hearing session will be based on the Hearing Question Response Sheet you submitted in advance.

【Important notes】

- Please be punctual.
- If you are going to be late, please notify us via the official LINE.
- Both the project leader and the group leader must attend the hearing.
- The same individuals should attend both the first and second hearings.
- If you miss the hearing without notice, your performance may be canceled, or the number of hearings may be increased. Please be aware of this in advance.

Personal Information Protection Regulations

(Purpose)

Article 1:

These regulations aim to protect personal information held by the Special Event Team (hereinafter referred to as "the Division") in the course of its activities.

(Definition)

Article 2:

In these regulations, personal information refers to information that can identify an individual, such as name, address, date of birth, phone number, email address, and student ID number.

(Responsibilities)

Article 3:

The Division is responsible for complying with these regulations regarding personal information protection.

(Management Officer)

Article 4:

The head of the Division shall be appointed as the Information Protection Management Officer responsible for protecting personal information within the Division.

Article 5:

The Information Protection Management Officer shall instruct and supervise the members of the Division to ensure compliance with these regulations.

(Security Management)

Article 6: The Division shall strictly manage personal information to prevent third parties from viewing it.

(Purpose of Use)

Article 7:

The Division shall use personal information only for the necessary tasks involved in planning and managing events at Ritsumeikan University's school festivals.

(Disposal)

Article 8:

The Division shall promptly dispose of personal information after completing all tasks specified in

the preceding article.

(Provision to Third Parties)

Article 9:

The Division shall not provide personal information to third parties.

Article 10:

Notwithstanding the preceding article, the Division may provide personal information to third parties in the following cases:

- ① With the consent of the provider
- ② When requested by police or courts for information related to an investigation
- ③ When required by law

List of Submissions

【Submissions】

- Gakusai OIC Festival Stage Planning Application Form

Entry Sheet

Performer List

Preferred Hearing Date Sheet

Pledge

Information Sheet for General and Day-of Brochures

Photos for General and Day-of Brochures

Selection Meeting Video (MP4)

※The Entry Sheet is different from the group planning Entry Sheet. Please be careful.

※Please keep a copy of the submitted contents for confirmation within each group.

【For the Hearing Session】

Power Usage Request Form (if necessary)

Vehicle Entry Application Form (if necessary)

【Google Form】

Link : <https://forms.gle/UuoVpqs4Nm83NXNu5>

Contact Information

Central Office Special Event Team OIC Branch Stage Manager

Email : ois24stage@gmail.com

※Please include "Regarding OIC Stage Planning" and the group name in the subject line.

Available Hours: 10:00 – 17:00 (Response times may be slower on weekends and holidays.)

Issued by: Student Association Central Office Special Event Team OIC Branch