2024 OIC Festival

Stage Plan

Group Application Form

＜Application Period＞

July 29 (Monday) – August 30 (Friday)

MAIL: oic24stage@gmail.com

Publisher: Student union Central Administrative Office Special Event Team OIC

OIC Stage Performance application form

Group Name　　　　　　　　　　Numbers of Applicants　　　People

|  |  |  |
| --- | --- | --- |
|  | Group Leader | Project Leader |
| Name In Katakana |  |  |
| Name |  |  |
| Student ID Number |  |  |
| Faculty, Year |  |  |
| Phone Number |  |  |
| University Mail Address | ＠ed.ritsumei.ac.jp | ＠ed.ritsumei.ac.jp |

※Please make sure that the person in charge should be the one who can contact to school, since the school will contact you for the confirmation.

・Do you allow audience to take photos freely? 〈Yes・No〉

『Contents of Presentation』

・About the Dressing room（Please mark 〇）

Will you use the waiting room on the day of the OIC Festival?

（Yes・No）

・ **Group Introduction (Activity content, achievements, appeal, etc.)**

※ Please be sure that this is different from the “Description of the Plan” on the brochure and information paper in the comprehensive brochure and day-of brochure.

・ **Please fill in the details about the presentation songs （For the groups using music only）**

※ Includes a Capella groups, etc.

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

※ Due to the time constraints, the number of songs has to be reduced. Please make sure to acknowledge the above in advance.

・**Please fill in the equipment and devices to be used**

［Equipment and devices］

※ For using electricity, a "Request for Electricity Usage" form, and for requirement of vehicle entry, "Vehicle Entry Application” form must require. This will be confirmed during the sound check.

・Please fill in the detailed presentation information

1) The use of sound at the entry or inside the song (BGM or Sound Effects) and the number of songs

（Choose one）

□Yes（　　songs）

□No

2)**Contents of Performance（A specific flow of presentation and highlights, etc.）**

3)**About presentation time (Stage: maximum 20 minutes)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Desired presentation time (Exclude the preparation and clean up time)  | min  | Preparation time | min  | Clean-up time | min |

4)**About the presentation time on the day**

　If there is a time frame that you are unable to accommodate to, please fill it out. Please make sure to specify the reason as well.

* If there is no clear reason, it cannot be considered. Please also note that on the day of the presentation, you will be unable to designate a presentation time. Please make sure to acknowledge the above in advance.

Depending on the stage situation, it might not be able to fulfil your requirements. Please understand in advance.

5)**Layout of Stage**

・Please fill in the layout of stage of the day.

・The size of the stage could be changed somewhat. The size of the stage is 9.1m(Width) \* 5.4m(Depth).

・If you use the lower stage (Width 9.1m \* Depth 3m), fill in the layout.

**Front**

**Upper Stage**

**5.4m**

**m**

**9.1m**

**Front**

Lower Stage

3m

9.1m

mm

**・About the Personal Information**

【Personal Information】

If you agree to the Terms and Conditions on the Protection of Personal Information in the application booklet and fill in your personal information, please add ✔️ to "I Agree".

**□I Agree**

If you have any other questions, please feel free to contact us at the contact information listed in the application booklet.

Group Name【　　　　　　　　　　　　　　　　】

Participants List

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Year** | **Faculty** | 　　　　Student ID |
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Meeting Schedule



Group Name:

・The meeting will be held to discuss the performance on the stage. Please cross out (X) for the time that is inconvenient for you.

・The meeting is scheduled to last one hour but may be shortened/extended depending on the situation.

・Both Stage Manager and Group Manager are required to participate in the meeting.

※Please be sure that the Stage Manager and Group Manager can attend both(first and second) meetings.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1st meeting | 9/9(M) | 9/10(Tues) | 9/11(Wed) | 9/12(Thu) | 9/13(Fri) | 9/14(Sat) | 9/15(Sun) |
| 9:00～ |  |  |  |  |  |  |  |
| 10:40～ |  |  |  |  |  |  |  |
| 13:00～ |  |  |  |  |  |  |  |
| 14:40～ |  |  |  |  |  |  |  |
| 16:20～ |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2nd meeting | 9/23(Mon) | 9/24(Tues) | 9/25(Wed) | 9/26(Thu) | 9/27(Fri) | 9/28(Sat) | 9/29(Sun) |
| 9:00～ |  |  |  |  |  |  |  |
| 10:40～ |  |  |  |  |  |  |  |
| 13:00～ |  |  |  |  |  |  |  |
| 14:40～ |  |  |  |  |  |  |  |
| 16:20～ |  |  |  |  |  |  |  |

Y2024Ritsumeikan University Festival Comprehensive Brochure・OIC Distributed Brochure Performance Information Sheet

Group Name

Stage Manager

Student Number

|  |
| --- |
| Group Name (Full Name) |
| Explanation about stage performance (Within 100 words) |

### Pledge Form

Date(YY/MM/DD): 2024/ /

Ritsumeikan University Student Union Executive Committee

University Festival Executive Committee Leader Hitomi Hozumi

We, the undersigned, hereby pledge to participate in good faith and strictly adhere to the following rules and regulations when participating on stage for the 2024 Ritsumeikan University Festival OIC Festival. We will not object to any punishment if any of the following rules and regulations are violated.

1. Not to include any discriminatory, religious, anti-social, or political content on stage or in rehearsals.
2. Cancellation of performance is not allowed unless there is an inevitable reason. You must be sure to perform since if you do so, you may not be able to perform on the next year's stage.
3. The performer is responsible for any accidents that occur during the performance for reasons other than unavoidable causes.
4. Must observe the precautions and prohibitions stated in the Stage Plans Application booklet.
5. University-wide Events Department / Special Event Team will not be responsible for any damage or loss of items used for presentations. If compensation is required, each group must be responsible.
6. Immediately follow the instructions of the Committee in the case that the decision to cancel the performance is made by University Festival Executive Committee, University-wide Events Department / Special Event Team, or university officials.
7. Follow any other instructions given by the University Festival Executive Committee, University-wide Events Department / Special Event Team, or university officials.

Group Name

Stage Plan Manager 　　　　　　　　　Student Number

Current Address

Contact(Phone Number)