**OIC Festival 2024**

**Stage Planning**

**Hearing Sheet**

**※ Please submit this file as a PDF!**

＜**Submission Period**＞

**July 29 (Monday) – August 30 (Friday)**

**Email:** [**oic24stage@gmail.com**](mailto:oic24stage@gmail.com) **Issued by: The Central Administrative Office Special Event Team , OIC Branch**



**Hearing Sheet (Special Projects Department) ※To be filled out by all groups**

1. Is a Vehicle Entry Permit or Power Usage Request necessary?
2. Do you need a dressing room? If yes, how many rooms are needed?
3. Should the dressing rooms be separated by gender?
4. Do you plan to produce any sound in the dressing rooms?
5. Dressing rooms can be used from 1 hour before the performance starts until 30 minutes after it ends. Is this acceptable?
6. Will there be anyone from your group filming during the performance?
7. The event will be live streamed on YouTube on the day of the event. Are you okay with it?
8. The rehearsal is scheduled for Saturday, November 9th, from 9 AM to 8 PM. Are there any times you cannot participate?
9. On the day of the event, Sunday, November 10th, from 10 AM to 6:05 PM, are there any times you cannot perform?
10. On the day of the event, valuable items should be brought to the stage, not in the dressing rooms, and managed by the group. Are you okay with it?
11. Since the rehearsal falls on a unified make-up class day, it might be difficult to produce sound. Is this acceptable?
12. Are there any additional questions you would like to ask during the first hearing session?

**RBC Hearing Sheet** ※Please submit as a PDF.

Group Name：

Group Representative：

【About the Performance】

・Please write your catchphrase

※A catchphrase is the phrase that the RBC MC will say before your group's performance begins. Think of it as the cue for your performance to start.

Example: "The only △△ group at Ritsumeikan University! Here comes 〇〇〇!"

・Requests on how you would like the MC to say the catchphrase.  
(e.g. by one person, cheerfully by two people simultaneously, starting with one person then joined by another, etc.)

・Entrance： □Right Stage □Left Stage

・Please specify the timing of your entrance.

(e.g., on stage, after the catchphrase, after sound effects, etc.)

・Please provide a detailed performance flow, including the following.  
（Song titles, Duration of each song, Timing and length of the group's MC, Timing in minutes, Number of performers for each song, **Entry** and **exit** timings for performers in each song, etc. ）

・Exit: □ Right Stage □ Left Stage

・Props: □ Yes □ No

\*If yes, please provide details of the props.

・Changes in case of rain: □ Yes □ No

\*If yes, please provide details on how the content will be changed.

\*Even if you do not wish to make changes, please note that in case of heavy rain, the organizers or the school may request changes to the content or cancellation of the performance.

・Use of the area below the stage: □ Yes □ No

\*If yes, please provide details on the timing and content of the performance below the stage.

・Please list the things you would like to accomplish during the rehearsal.

【Regarding the interview】

There’ll be an interview for about 5 minutes with two hosts from RBC during the transition.

・On the day, please write down the **year, name, and preferred name of all interviewees**. Please have either **two or (at least) one person** **answer the interview**.

Person standing on the right side (If there is only one person, please stand in the center):

Year:

Name and furigana:

Preferred name from the host:

Person standing on the left side (in case there are two people):

Year:

Name and furigana:

Preferred name from the host:

・Timing for the interview ※Due to the transition, your preference might not be accommodated.

□Before the performance □After the performance □Either is fine

・Entrance and exit for the person(s) being interviewed

Entrance： □Right □Left Exit： □Right □Left

・Please list the questions you would like the hosts to ask during the interview (3 to 5 questions).

※Due to time constraints, we may not be able to ask all the questions, so please list them **in order of priority**. Also, please include the expected answers to the planned questions.

・If there is still time remaining after asking all the above questions, we may ask a few additional questions. If there are any questions you absolutely **do not want the hosts to ask or find difficult to answer** during the interview, please list them here.

For questions or changes related to the performance, interview, or the overall stage after submitting this sheet, please contact the overall stage coordinator, Rei Yoshizumi, OIC Stage Coordination ([ec1241ps@ed.ritsumei.ac.jp](mailto:ec1241ps@ed.ritsumei.ac.jp)).

【Regarding the sound】

〇 If you want to play songs or sound effects (SE), please **prepare all the necessary data on your end** **and submit it** to RBC, who will handle the playback. Please attach the data in a way that indicates the order of the tracks. If possible, please send the data in WAV format. If you submit it in person, please write the track order on a paper or sticky note and attach it to the sound source. Please send the sound source data **at least one week before** the rehearsal.

・Use of SE：　□Yes　□No

※If yes, please specify the timing below.

・Use of entrance music：　□Yes　□No

※If yes, please specify the timing below.

・Use of music during the stage：　□Yes　□No

※If yes, please specify the timing for each track below

Example: 1st track… when the person standing in the center raises their hand

・Use of exit music：　□Yes　□No　※If yes, please specify the timing.

**〈Only for groups that will use sound sources (SE, including entrance and exit music) during the stage**〉

・Method of submitting sound sources：　□Email　□In person

・Return of CD：　□Desired　□Not desired (RBC will dispose of it)

**〈Only for groups that will use a mic during the stage〉**

・Microphones prepared by your own organization：　□Yes　□No

※If yes, please specify the number and type below

(Number：　　)　(Type：　　)

・Microphones to be provided by RBC：　□　□No

※If yes, please specify the total number and type below

(Total number：　　)　(Type：Wired　　unit　/　Wireless　　unit)

Please understand that we may not be able to meet your request.

・Other equipment you wish to borrow from RBC：□Yes　□No

(Microphone stands, music stands, monitor speakers, cables, etc.)

※If yes, please specify the types and quantities below

**〈**For groups using instruments on stage:〉

1. Which guitar amp do you use? □ Marshall □ Roland □ Not used

2. Is it okay to plan to mic-record the guitar? □ Yes □ No

3. Was the bass amp okay with the following? □ Yes □ Not used

Ampeg SVT-350H (Head) Ampeg SVT-810E (Bottom)

4. Is it okay to plan to line-record acoustic guitar and bass? □ Yes □ No

5. Was the drum setup okay with the following? □ Yes □ Not used

YAMAHA Maple Custom Tom

6. Which tom is it? □ 1 (One) Tom □ 2 (Two) Tom

Which is your dominant hand? □ Right-handed □ Left-handed

Do you bring your own pedal? □ Yes □ No

Do you bring your own cymbals? □ Yes □ No

7. Was the keyboard setup okay with the following?

□ Yes □ Not used □ Not needed as self-brought

Roland JC-85

8. How many keyboard stands should we prepare if necessary? Please specify the number. (Number: ) □ No preparation needed

Will we prepare chairs? □ Yes (Number: ) □ No

9. Stereo or mono, which sound capture do you prefer? If only one keyboard, please fill out the top row only.

Top row □ ST □ Mono

Bottom row □ ST □ Mono

10. We will confirm again during rehearsals, but are there any specific sounds you want emphasized on the stage monitors?

□ Yes □ No

\*If yes, please specify the sounds you want emphasized.

・Do you need any instrument-specific lavalier microphones prepared here?

□ Yes (Number: ) □ No

・If you have any other items to bring, please list them below.

[Regarding the layout diagram]

Please fill in below with a transition diagram (layout diagram) that shows where and what to use when using microphones and equipment. If you change the layout for each song, please write each one. If you don't have enough drawings, please add them yourself.

Right stage　　　　 　 　Front stage 　　　　Left stage

Right stage　　　　 　 　Front stage 　　　　Left stage

Regarding audio submissions and questions about sound, please contact the OIC Stage Audio Manager, Ayumi Honjo, at so1346ek@ed.ritsumei.ac.jp.

[Regarding video]

• The performance on the day will be filmed with multiple cameras for broadcast on the stage LED screen, viewing at the OIC FOOD PARK (rest area), and streaming on YouTube. Therefore, please indicate whether you agree to the following filming conditions.

1. Shooting from an angle looking up from below the stage: □ OK □ NG

\*For groups using the lower stage area, filming will be done to avoid interfering with the performance.

1. Camera operators ascending to the stage and approaching for filming: □ OK □ NG\*Filming will be done without causing interference to the performance.
2. Filming from a fixed camera at the rear of the stage: □ OK □ NG

* Based on the songs submitted to the Audio Department in advance, the Video Department will create a general camera plan. If there are specific parts you would like emphasized or excluded from the filming, please indicate below. For example: Omit the solo part at X minutes Y seconds in song Z, transition at the end of song A should be a wide shot, etc.(Please note that we may not be able to accommodate all requests.)
* If you have any other requests or preferences related to video, please specify below.

If you have any questions or uncertainties regarding video-related matters, please do not hesitate to contact OIC Stage Video Representative, Kentaro Okamoto, at ps0606pr@ed.ritsumei.ac.jp.