

2024

# University Festival Period Group Events

## Application Booklet

KIC ver.

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◇Event Date◇

November 24(Sun) 11:00~17:30

◇1st Recruitment◇

July 15(Mon) 14:00~

August 12(Mon) 23:59

◇2nd Recruitment◇

August 13(Tue) 0:00~

October 2(Mon) 23:59

◇Application◇

Group Event Official LINE

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## About Group Projects

### ▪ **What is Group Project ?**

These projects should also help participants gain new insights from the preparation process and visitors' feedback, which can be beneficial for future activities.

Additionally, let's aim to create projects that visitors can enjoy and become interested in your activities!

Group projects should yield beneficial outcomes for your future activities. We look forward to your participation!

Everything written in this booklet is important for conducting group projects.

**Please make sure not to skip any sections while reading.**

# Group Project Recruitment Overview

○To begin...

In this booklet, you can **only** apply for group projects to be held at the 2024 Kinugasa Festival on **[Sunday, November 24]**.

✕Please note that this project is different from stage projects conducted at the Central Plaza or the West Plaza stage. For details about stage projects, please check the Student Union website regularly. Additionally, this project is different from mock shop projects that sell food and drink, and from festival and flea market projects that sell or provide goods and services other than food and drink.

✕This booklet differs from the content of other campuses, so please refer to the respective booklets when applying at other campuses.

【University Festival Schedule • Possible Project Time】

**November 24 (Sunday) 11:00 AM – 5:30 PM**

【Groups Eligible to Conduct Projects at the University Festival】

All groups primarily composed of undergraduate students from Ritsumeikan University.

Examples: Student Union groups, seminars, and laboratories.

✕ Excludes volunteer groups and groups that have not submitted the Student Union continuation form.

**The following 2 conditions are required:**

- The project leader, deputy project leader, and accountant must be Ritsumeikan University undergraduate students.
- The majority of the group members must be Ritsumeikan University undergraduate students.

### **【Projects That Cannot Be Conducted】**

- Projects that may damage university facilities or equipment.
- Projects that may pose a danger to the human body, etc.
- Projects that include discriminatory acts or expressions.
- Projects that include expressions or actions contrary to public order and morals.
- Projects for profit.
- Projects with excessive religious or political claims.
- Projects not aligned with the group's activities.
- Projects that produce loud noise outdoors (due to relationships with nearby residents).
- Other projects deemed inappropriate by the University Festival Executive Committee and Special Projects Department.

## About Application

This year's application will be done through **Group Event Official LINE**

※The Student Office does not handle reception or inquiries regarding group projects. For inquiries, please contact us via the official LINE or the Special Event Team (☎075-465-7891).

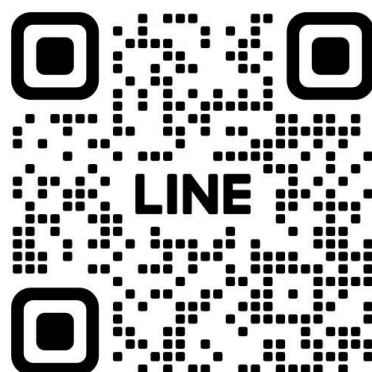
### 【Application Period】

1st Recruitment: **July 15 (Mon) 14:00~**  
**August 12 (Mon) 23:59**

2nd Recruitment: **August 13 (Tue) 0:00~**  
**October 2 (Mon) 23:59**

### 【Application】

Applications are accepted via the official LINE for Kinugasa Group Event.



Please add this QR code and send the documents.

※If you are unable to send files via the official LINE, please send them by email (mail address : info@r-

circle.net). Additionally, if you send them by email, be sure to notify the official LINE that you have submitted them by email to ensure they are checked within the period.

※ If you wish to conduct projects at OIC/BKC, please apply according to the respective campus recruitment booklets as application procedures differ.

※ Please also attend the hearings and guidance sessions at the campus where you applied for the project.

### ○Important Notes

Facilities and equipment will be prioritized for groups that applied during the first round of recruitment.

※ For groups wishing to use event venues (halls, cafeteria, East Plaza), please apply during the first round, as these venues are in high demand.

▪ Applications will not be accepted outside the specified periods.

※ If you are unable to submit within the period due to unavoidable circumstances, please contact the official LINE for Kinugasa Group Events before the application period ends.

**Please ensure there are no mistakes in the submission documents before submitting them.**

## Process Until Project Implementation

### ① Creation of Proposal Documents

Refer to the “List of Submission Documents” (p. 54) to create the documents that need to be submitted to the Special Event Department. Be sure to carefully review this booklet to ensure there are no errors in your proposal. The proposal documents can be found on the Student Union HP (<https://www.ritsumei.club/>)

## ② Reception

Applications will be accepted in 2 stages: 1st application and 2nd application.

Submit the documents by registering the official Kinukasa group event LINE, written on the p. 6.

### 【Application Period】

#### ・ 1st Recruitment

**July 15 (Mon) 14:00~**  
**August 12 (Mon) 23:59**

#### ・ 2nd Recruitment

**August 13 (Tue) 0:00~**  
**October 2 (Mon) 23:59**

○ For the following data, please submit it via official LINE for Kinugasa Group Event at the time of application. It will be included in the 2024 Ritsumeikan University festival general pamphlet.

・ Group name



- Theme/Title of the events (within 10 words)
- Description of the plan (around 50 words)
- Time of the plan
- Photo

### ③Hearing with Special Event Team

※There will be 2 hearing for each group.

1st hearing will be face to face.

2nd hearing will be via Zoom.

※During the hearing, the group and the Special Event Team will consider the plan content, plan location, equipment to be used, budget, etc.

※The project leader and the leader of an accountant are the one to attend the hearing. If difficult, proxy person can be in charge. However, in this situation, please inform us 24 hours before the hearing.

In addition, questions about the plan content and budget will be asked during the hearing. Please understand about the plan content and budget before attending the hearing.

#### 【Hearing Schedule】

•In principle **11:00~18:00**

1st application

Period1 August 21 (Wed) ~24 (Sat)

Period 2 August 29 (Thu) ~October 1 (Sun)

Extra August 25 (Sun) 、 October 2 (Mon)

2nd application

Period1 October 7 (Sat) ~9 (Mon)

Period 2 October15 (Sat) ~October17 (Tue)

Extra October 10 (Tue) 、 18 (Wed)

※The schedule for the hearing will be determined based on the preferred dates which you provide in the submitted documents.

※The date and method of the hearing may vary by campus. If you apply for a project at multiple campuses, please be sure to confirm with the project coordinators at each campus.

### 【Hearing Method】

〈1st hearing〉

Please arrive at the **Open Factory on the second floor of the Student Center** before the start time of the hearing.

※The location may change. If there are any changes, we will notify you via the official Kinugasa Group Project LINE account. The hearing will not take place off-campus.

〈2nd hearing〉

1. By the day before the hearing, we will send the Zoom ID and password via email to three individuals: the project leader, deputy leader, and accountant.
2. If you are unable to join the Zoom meeting at the start time or encounter any issues, please contact the official Kinugasa Group Project LINE account.

### ③Approval of Plans

The plan will be approved by the organizing committee.

※Even after the second hearing, the purchase of goods and promotion of the plan cannot take place until the plan is approved by the festival organizing committee.

※Please note that changes or cancellations to the plan will not be permitted after approval.

#### ④Announcement of Facilities and Equipment

An announcement will be made regarding the facilities and equipment available for use in the plan.

#### ⑤Guidance

The guidance session will provide detailed explanations about the plan, precautions, and budget. This guidance is crucial and will be held face to face just before the festival. After the attendance of this session, purchasing goods or promoting the plan will be allowed.

#### 【Guidance Dates】

October 17 (Thur) 18:00~20:00

October 18 (Fri) 18:00~20:00

\*Please attend on one of these days.

#### 【Place】

To be announced during the hearing.

※If you cannot attend the guidance, individual arrangements will be made later at the Student Center B207.

#### 【Attendees】

2 representatives: project leader, accountant

✘If you cannot attend, you may appoint a proxy person for each responsible person. Please ensure to inform us in this case.

## ⑥ Implementation of the Plan

On the day of the festival, please carry out your plan. Let's work hard to ensure many visitors enjoy it!

✘Please do not violate any rule during the preparation period or while implementing the plan. If any actions are determined to be violations, the Special Event Team and the festival organizing committee will take action based on the "Points Deduction System" (There have been organizations removed from the student council for their violations.)

### 【Points Deduction System】

- Each organization starts with 5 points.
- If points reach 0, the plan will be suspended.

### 【1 Point Deduction】

- If food or drink (excluding capped beverages) is consumed at the project site or in the waiting room.
- If equipment is left unattended at the project site during preparation or execution.
- If you are distributing flyers or parading without holding an approval certificate.
- If more than 3 people from one organization are parading or distributing flyers.

- If actions are deemed extremely inappropriate by the Special Event Team and the festival organizing committee.

### **【 3 Points Deduction】**

- If the project differs from the content confirmed in the project proposal or hearing.
- If parading or distributing flyers without prior application.
- If distributing flyers that differ from those submitted by the organization.
- If engaging in disruptive behaviors that could lead to property damage.
- If actions interfere other organizations or attendees.
- If deemed extremely inappropriate by the Special Event Team and the festival organizing committee.

### **【 5 Points Deduction】**

- If engaging in violence or actions causing significant harm to other organizations or the public.
- If damaging university property or facilities.

- If an organization generates income using tickets not designated by the Special Event Team without prior application.
- If deemed extremely inappropriate by the Special Event Team and the festival organizing committee.

### **【Regarding Parades and Flyer Distribution】**

**During the event, only individuals wearing a parade permit around their necks are allowed to participate, with a maximum of 2 persons per organization. Additionally, only flyers that have been approved beforehand by the Special Event Team can be distributed.**

✂For outdoor activities involving sound, please ensure that the noise level near the sound source does not exceed 80 dB. Special Event Team members will be measuring the sound levels near the event location. If the limit is exceeded, they will notify you. We appreciate your cooperation in ensuring a smooth operation of the festival.

### **⑦Submission of Summary ▪ Financial Report**

After the event concludes, you are required to submit a financial report. This report should be submitted to the Finance Department of Central Administrative Office. Detailed instructions will be provided during the guidance session. Organizations seeking financial assistance must attend the financial report guidance session, which is separate from the organization planning guidance. More details will be explained during the hearing session.

# About Submission Documents

## ① Proposal Document

What is a proposal document?

It is a means for each organization to communicate their intended projects and plans to the Special Event Team. Please write a detailed proposal that can be understood by anyone who reads it.

## ○Explanation of Each Item

【Proposal Document】

### ◇ Project Name

This is the name of your project. Please choose a name that aligns with the project's content.

Note: The Special Event Team may also use this name for promotional purposes, so please refrain from submitting a tentative name or requesting changes after submission.

### ◇ Organization Name

Please enter the official name of your organization.

※Pay special attention to whether "Ritsumeikan University" is included or not to avoid errors.

### ◇ Organization Category

Please mark the category to which your organization belongs with an "X".

※There have frequently been errors in responses in previous years. Please double-check before completing this section.

### ◇ Each Responsible Person

Each responsible individual **must be a student of Ritsumeikan University**. Communications will be prioritized to the responsible individuals.

✘ Please ensure that the project leader and the financial officer are different individuals.

✘ If you apply for a project in simultaneous events like the Kinugasa Festival's food booth, fair event, flea market, central stage, and west side stage, ensure that each responsible person and their respective project leader are different individuals.

✘ Each responsible individual should be someone involved in operations on the Kinugasa campus on the day of the event.

#### ◇ Project Intent

Reflect on your usual activities and explain why you want to conduct this project while relating it to those activities.

#### ◇ Target Attendance

Please specify how many attendees you aim for this project. It can be sampled from previous school festival attendance as a reference

#### ◇ Organization Introduction

Provide an introduction to your organization in about 40 to 50 words.

#### ◇ Specific Content

Details of the specific nature of the project you plan to execute. Additionally, mark the applicable project formats with an "X".

✘ Please be aware that content not addressed in this section or not confirmed during hearing cannot be executed on the event day, so avoid vague entries.



## ◇Layout

Create a layout including the arrangement of equipment, audience seating, displays, etc.

## ◇ Preparation Schedule Until the Event & Timetable for the Event Day

Outline a general preparation schedule leading up to event day, and details of the flow of the entire event day from setup to cleanup. The project will take place from **11:00 to 17:30**.

## ◇Income from the Project

If you consider generating income through the project, please read section P.39 "Projects with Revenue" thoroughly and provide the methods and amounts (items, quantities, unit costs).

## ◇Public Relations Methods

Indicate the methods and content of promotions for the day before event and on the event day.

**It is also possible to walk around and promote your project on the day of the festival.** Please specify whether you plan to do this or not.

✂Any promotions and methods are limited to the information which was provided during submissions and hearing. Therefore, organizations considering some form of promotion should provide details in this section.

## ◇Others

If there are any considerations, concerns, or information you would like the Special Event Team or the Festival Executive Committee to know, please enter that here.

◇Corporate Sponsorship

Please mark with an "X" to indicate there is corporate sponsorship or not.

◇Donations

Please mark with an "X" to confirm you will be accepting donations or not.

【Desired Hearing Dates】

Please submit your preferred hearing dates. **Provide your first to third choices for both the first and second opportunity.** We will notify you via email once the schedule is confirmed.

✕The hearing dates differ between the first and second call, so verify the dates before submission.

✕In principles, we will schedule based on the dates you proposed, but if there are overlapping requests, we will decide on a first-come, first-served basis.

【Pledge Form】

Please read carefully and fill in the required information.

【Facility Use Request】

Be sure to list up to three preferred locations for your event. If you wish to request a specific classroom, please specify the exact name (e.g., Zoshinkan Hall 301).

The reasons for your preferences and the expected number of capacity will be used to consider facility arrangements. Details on where events can be held are provided on P.20

under "Facilities." If you need a waiting room, please also provide details about its intended use.

### **【Equipment Use Request】**

List all equipment you would like to use for preparation or on the day of your event. Please estimate only the minimum necessary items, as there is a limited quantity of equipment available. You can check the equipment numbers on the Rental Equipment List (P.29) or the Equipment Photo Collection (attached PDF) at the student office. When selecting items, please refer to the details in the Equipment Photo Collection.

As hand cart and cart usage requires time adjustments, please also indicate the desired usage time.

### **【Power Usage Request】**

If you need to use power for equipment other than what is provided in the classrooms, please fill in the necessary details, including power consumption.

### **【Vehicle Entry Request Form】**

If applicable, please check the relevant boxes for vehicle entry. Vehicle entry is only permitted during the loading and unloading of items.

※Only one vehicle per organization.

### **【Vehicle Entry Application Form】**

If you wish to enter a vehicle, please complete all required information, including the type of vehicle and license plate number.

※Only one vehicle per organization.

### **【Corporate Sponsorship Application Documents】**

If you are seeking corporate sponsorship for financial assistance, please fill out the “Corporate Sponsorship Application Form” and the “Corporate Sponsorship Pledge Form.” Additionally, please submit samples of any promotional items and media by the second hearing. For more details, see P.46 on “Corporate Sponsorship” and P.47 on “Corporate Sponsorship Guidelines.”

### **【Corporate Sponsorship Pledge Form】**

Please read carefully and fill in the required information.

#### **② List of Event Executives**

Please list **the names of everyone involved in the planning.**

#### **③ Budget Estimation Worksheet**

Use the examples in the Excel file as a reference, and refer to P.31 titled “Budget and Financial Settlement” to fill in the necessary information.

#### **④ 2024 Ritsumeikan University Festival Comprehensive Pamphlet**

Please summarize the content for inclusion in the comprehensive pamphlet:

- Group name
- Theme/Title of the events (within 10 words)
- Description of the plan (around 50 words)
- Time of the plan
- Photo

**This information is required for submission.**

## About the Facility

<Indoor>

⑤ Student Center

(Except Yunge ▪ Open Factory ▪ Meeting Room ▪  
Practicing room ▪ Conference Room ▪ BOX)

⑥ Jukokan Hall(only JK001)

⑦ Shigakukan Hall (only 3rd ▪ 4th floor)

⑧ Koshinkan Hall

⑨ Igakukan Hall

⑩ Ryouyukan Hall(except cafeteria)

⑪ Zonshinkan Hall(except Rokomo)

⑫ Seishinkan Hall

<Outdoor>

⑧ East Side Square (Wooden Stage and Surroundings)

⑨ In Front of the Igaku Hall

⑪ ROSSO Outdoor Stairs (Koshinkan Hall Side)

✘Please note that events cannot be held inside ROSSO.

✘Due to scheduling conflicts with Special Event Team and other programs, the location of the event may change.

## ○Layout



## ○About Facility Lottery

In principle, the Special Event Team will coordinate facility use. However, if there are many groups wishing to use a particular venue and coordination becomes difficult, a lottery may be held. The Special Event Team will conduct the lottery fairly and responsibly, and the results will be communicated to the project leaders of each group via the official Kinugasa Group Project LINE later. The lottery method will be a drawing.

## ○Facility Coordination During Festival Period

Facility use during the festival period will be coordinated only on the days before and on the festival day: November 23 (Sat) and November 24 (Sun).

No coordination will be conducted for preparatory activities at the venue before November 23 or for clean-up activities after

November 24. Groups must handle their own arrangements for these times.

### ○Facility Usage Hours

The general usage hours for facilities are from **9:00 AM to 8:30 PM**.

✘The above times are only guidelines, and actual usage hours may vary depending on the location. Please understand this in advance.

✘Clean-up must be completed by 8:30 PM.

✘Please strictly adhere to the start time for usage.

✘Groups wishing to use the facility before 9:00 AM must apply to the Special Projects Division.

### ○About Waiting Rooms

- If you wish to use a waiting room on the day before or the day of the festival, please provide the reason for use and the number of people in the “Facility Usage Section” of the submitted documents. The Special Projects Division will coordinate based on the project location. Groups with their own activity space are encouraged to use it if possible.

✘Even if the waiting room is your group’s activity space, please make sure to fill it out in the “Facility Usage Section.”

✘Please note that management of valuables will be the responsibility of each individual.

### ○Prohibited Activities Regarding Facilities

If any of the following prohibited activities are conducted,

the project will be immediately canceled, and the festival executive committee and university will impose severe penalties.

- Painting indoors or causing damage or soiling to walls, ceilings, or flooding indoors
- Use of firearms or hazardous materials, and use of adhesive tape that leaves marks on walls, glass, doors, or ceilings (please use masking tape)
- Damage, loss, or theft of borrowed or installed equipment, unauthorized use of electricity
- Unauthorized facility use, arbitrary changes to project times, facility usage times, or project locations, and actions unrelated to the project content
- If the special business division or the festival executive committee deems it inappropriate.

### ○ Important Notes

- After the announcement of facility coordination results, changes to the planned location are not permitted. (There may be cases where, due to university events or curriculum-related matters, the university or the Special Projects Division may request changes to the event location or schedule.)
- When placing heavy items on indoor tables or school-provided equipment, please use cloth or similar materials to avoid damaging the surfaces.
- The organization conducting the event will be fully responsible for any accidents, such as damage to property that may occur during the event. The Special Projects Division will not accept responsibility, so please take appropriate precautions while conducting your event.



- After the event concludes, please return all moved tables and chairs to their original positions, clean the area, and restore the facility to its original condition.

#### ○Regarding Equipment Provided in Each Facility

Each facility used for events is equipped with tables, chairs, podiums, and audiovisual equipment (AV tables). You may freely use the tables, chairs, and podiums within the facility, but AV tables require an application. If you wish to use an AV table, please complete the section on "AV table usage" in the electrical usage application form. Tables, chairs, and podiums provided in the facility must be returned to their original arrangement after the event. Be sure to restore the layout to its pre-event configuration before completing the event clean-up.

## Vehicle Access and Electricity Usage

### ○Vehicle Access

If vehicle access to the campus is required on the day before or the day of the festival (November 23 (Saturday) to November 24 (Sunday)), please fill out the necessary information on the "Vehicle Access Request Form" and the "Vehicle Access Application Form" and submit them along with other documents during the application process. The Special Event Team will handle all vehicle access applications. Vehicle access is only permitted during the loading and unloading times, so please indicate the minimum required time when filling out the access request. After loading and unloading, please promptly move the vehicle off-campus.

✘For vehicle access on days other than the festival, please go directly to the Student Office to submit your application.

✘Only one vehicle per organization is allowed. If you wish to request access for more than one vehicle, please clearly state this on the "Vehicle Access Request Form" and mention it during the hearing.

✘Vehicle access for the purpose of transporting goods between facilities on campus is not permitted.

### ○Electricity Usage

For any project requiring electricity, only equipment brought in that requires power (such as video players, smartphones, and computers, excluding classroom lighting and monitors) is applicable. If you plan to use electricity, please fill out the "Electricity Usage Request" form and submit it along with other documents during the application process. Please ensure

that both borrowed equipment and items owned by your organization are listed on the "Electricity Usage Request."  
※Please be aware that electricity usage may not be permitted depending on the overall electricity consumption during the festival.

## Equipment Information

### ○Examples of Usable Equipment

※There are various types and sizes of equipment available. Please refer to the examples below for details. Additionally, there are other items available for use not listed here. For a complete list, please check the Student Equipment Rental List (P.29 onwards) and the Equipment Rental Photo Collection.

 Rental Equipment Photo Collection PDF  
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写真集 (1).pdf ← Double-click here.

### ○Important Notes

- Changes to equipment after the announcement of adjustments are not permitted. Thank you for your understanding.
- Equipment is limited in quantity. If a single project uses a large number of items, it may hinder the implementation of other projects. Therefore, please conduct thorough simulations and estimate the minimum necessary equipment to include in the "Equipment Usage Request."
- Equipment is used by many organizations. Please borrow and return items within the designated time frame.

- Equipment commonly used in many projects, such as hand carts, carts and PA systems, will require coordination not only for the usage date but also for the usage time, so please indicate the minimum necessary usage time. Due to high demand for carts, we may not be able to accommodate all requests. Thank you for your understanding.
- Each organization is responsible for managing the equipment properly. In the event of damage or loss, the organization that used the equipment will be held accountable for compensation. The Special Projects Department will not assume any responsibility, so please take care.
- Moving equipment within facilities is not permitted. If you need to move items, please apply to the Special Projects Department.
- Please understand that due to the participation of many organizations in group projects, there may be limitations on the use of all equipment as desired, and the Special Event Team may adjust the quantity of equipment. Priority will be given to organizations that require partitions for essential project needs, such as those using them for displaying works rather than for space division.

# Rental Equipment List

共通備品		
No,	品名	数量
101	マイク (5Mケーブル付) A	15
102	音楽系専用マイク (ケーブル要)	11
103	マイクスタンド 卓上 B	16
104	マイクスタンド 卓上可曲式	1
105	マイクスタンド ストート C	8
106	マイクスタンド アーム D	15
107	ドラムコード 30M(注1)	13
108	ドラムコード 50M(注1)	7
109	ドラムコード 100M(注1)	6
110	脚立 特大 3.0M	3
111	脚立 大 2.0M(4.0M)	8
112	ヘルメット (10・11使用時必須)	25
113	脚立 小 1.5M(3.0M) E	1
114	PAセット 大 (リヤカー要)	1
115	PAセット 小	2
116	ハンドマイク (大) *	3
117	ハンドマイク (小)	1
118	カウンター (数量カウント)	5
119	メジャー 50M	3
120	メジャー 100M	2
121	プロジェクター	2
122	プロジェクター (超短焦点型)	1
123	スタンドスクリーン	1
124	ピクチャールガ- (大)	47
125	ピクチャールガ- (中)	16
126	ピクチャールガ- SUBWAY用	25
127	測音計	2
128	A型看板 (付属品あり)	1
129	金屏風	2
130	調光卓 (Smart Fade)	1
131	長机 ※	10
132	椅子 (パイプイス学生用) ※	50
133	暗幕 全 セット (新) A/B/C/D	1set
134	暗幕 A セット (新)	1
135	暗幕 B セット (新)	1
136	暗幕 C セット (新)	1
137	暗幕 D セット (新)	1

共通備品		
No,	品名	数量
138	暗幕 全 セット (旧) A/B	1set
139	暗幕 A セット (旧)	1
140	暗幕 B セット (旧)	1
141	暗幕予備品 (通常貸出なし)	1set
142	平台・全数 (小H)	1set
143	平台・大厚 (小H)	8
144	平台・大薄 (小H)	50
145	平台・コーナー (小H)	2
146	フットベース (大)	2
147	フットベース (中)	6
148	フットベース (小)	3
149	ひな壇組立専用セット	1
150	仮設舞台専用セット	1
151	一文字幕	2
152	K306用 リモコン	1
153	延長コード 10M(注1)	5
154	延長コード 5M(注1)	10
155	サーキュレーター延長コード付 (注2)	30
156	HDMIケーブル(2M)	2
157	ホールモップ	3

以学館地下倉庫 保管備品		
下記の備品は 別伝票に記入しキャンパスインフォへ提出		
No,	品名	数量
401	パーテーション (新)	59
402	以多共通 机	8
403	以多共通 椅子	18
404	以多共通案内 ボード	2
405	以多ポータブルステージ	2

小ホール用備品			
No,	品名		数量
201	小H 有線マイク	A	5
202	小H ワイヤレスマイク	s	2
203	小H ワイヤレスピンマイク		2
204	小H 集音用マイク		3
205	小H インカム		1ペア
206	小H 床式マイクスタンド	C	3
207	小H 脚立	E	1
208	小H 延長コード 全数209~213		1set 注3)
209	小H 延長コード C-C (1m)		50 注3)
210	小H 延長コード C-C (3m)		20 注3)
211	小H 延長コード C-C (5m)		10 注3)
212	小H 延長コード C-C (10m)		10 注3)
213	小H 分岐コード C-2C (2m)		15 注3)
214	小H 延長コード各種予備品 ask		貸出不可 注3)
216	接続(延長)コード   -		20
217	接続(変換)コード C-		10
218	ゼラホルダー		50
219	DF (スタジオ照明)		8
220	スタンドスポット		2
221	ベビースポット		6

以学館ホール用備品			
No,	品名		数量
301	有線マイク(ケーブル要)	A	8
302	以1号 ワイヤレスマイク	s	1
303	タ化°型ワイヤレスマイク		1
304	マイクケーブル(6m)		10
305	マイクケーブル(9m)		10
309	AVラックキー(0ツリ)		1
310	以1号 AV卓キー		1
311	以1号吊物操作盤キー		1
312	以2 ワイヤレスマイク	s	1
313	以2 舞台袖マイクキー		1
314	以2 舞台袖吊り物キー		1
316	以多共通 AV機器キー		1
317	以多共通ワイヤレスマイク		2
318	以2号タイピン型ワイヤレスマイク		1

以学館西倉庫 保管備品		
下記の備品は 別伝票に記入しキャンパスインフォへ提出		
501	長机 ※	100
502	椅子(パイプイス学生用) ※	200
503	雑壇(大)	5
504	雑壇(小)	2
505	パーテーション(旧)	53
506	パーテーション(旧) 金具・端	65
507	パーテーション(旧) 金具・中間	44
508	リノリウムマット(クラブ専用)	7

運搬用機材 (使用時間を申請すること)		
601	リヤカー(鉄製)	4
603	リヤカー(アルミ製)小	1
604	台車(備品運搬用)大	2
605	台車(備品運搬用)中	2
606	平台車(軽備品運搬用)大	2
607	平台車(軽備品運搬用)小	2
運動用マット類(保護具)		
701	システムジョイントマット	100
702	エバーマット	1
703	カラーマット(ブルー)	2

キッチン什器		
No,	品名	数量
801	IH鍋セット IH可	1set
802	オーブンレンジ	1
804	IH調理器	2
805	ホットプレート	2set
806	炊飯器(大)	1
807	炊飯器(小)	1
808	包丁セット	1set
809	お茶セット(湯呑・急須他)	1set
810	ガラスコップ	11
811	水差し	4
812	やかん(大) IH不可	2
813	やかん(中) IH不可	1
814	やかん(小) IH不可	1
815	両手鍋	2
816	寸胴鍋	2

応援団グッズ		
No,	品名	数量
901	ビッグジャージ(エンジ)	1
902	ビッグジャージ(ホホワイト)	1
903	旗 Beyond Borders	28
904	旗 R RITSMEIKAN	28
905	旗 立命館	28
906	旗部品 ポール	60
907	旗部品 ポール部品	60
908	旗部品 土台	10
909	横断幕(6.0*0.8m)	1
951	チアースティックス	問合
952	チアースティックス(後援会)	問合
953	トップメガホン	問合
954	紙メガホン	問合
955	ハリセン	問合
956	チアカード	問合
957	OGフラッグ	問合
958	トートバック(白)	問合

# Regarding Budget Settlement

## ○Introduction

To conduct a project, please enter the necessary expenses on the "2024 University Festival Group Project Budget Estimation Worksheet." **Regardless of whether financial aid is provided, you must submit both the "2024 University Festival Group Project Budget Estimation Worksheet" and the "Post-Project Accounting" report.** Please ensure there are no changes regarding budget assistance after the project is approved.

## ○Budget Assistance

If the project is approved, you can receive budget assistance from the student union fee after approval. If the same project is conducted at another campus, budget assistance requests for items used must be submitted at each campus separately. Note that this procedure differs from last year.

## ○What is the Student Union Membership Fee?

Student union fees are collected from all students at Ritsumeikan University to support extracurricular activities.

## ○Amount of Financial Assistance

Budget assistance will be provided for up to 40% of the approved project budget, with **a maximum limit of ¥150,000.**

Ex: 1) If the necessary expenses are ¥50,000



$$¥50,000 \times 40\% = ¥20,000 \text{ assistance}$$

Ex: 2) If the necessary expenses are ¥500,000

Assistance would be ¥150,000 which is the maximum limit

### ○Criteria for Budget Assistance

- ① Whether the project is appropriate for the university festival
- ② Whether the pricing is appropriate based on the project
- ③ Whether it aligns with the “2024 University Festival Executable Items List” (p.37)
- ④ Whether the budget estimate is appropriate

These criteria will be checked during the hearing.

### ○Necessary Expenses

Expenses will be covered for items listed as eligible for disbursement on the “2024 University Festival Executable Items List” (P.37). However, expenses not directly related to the project or those with vague budgeting will not be covered.

### ○How to Prepare the Budget and Fill Out the Budget Estimate Worksheet

- ① Plan the project

Clarify the purpose, content, scale, location, and target number of attendees for the project.

② Identify necessary items

List items to be used in the project, including borrowed items from the university, rented items, purchased items, and existing items, without overlooking any.

③ Research the prices of the necessary items

Obtain multiple estimates and choose the best option considering cost balance. **Avoid using sites with frequent price changes, like Amazon, which often have price fluctuations by the time the project is approved. Therefore, unless it is absolutely necessary to purchase from such sites, please buy from sites like Askul.**

④ Using the “2024 University Festival Executable Items List” (p.37) as a reference, categorize the items

⑤ In the Budget Estimate Worksheet, please enter the following details. 「item categories」 「purchased items」 「unit price (tax included)」 「quantity」 「total estimated amount」 「URL or photo that shows the prices of the items」. As for the unit price of an item, please enter the price with tax included

⑥ Refer to the “2024 University Festival Executable Items List” (p.37) and record necessary expenses for items that are eligible for expenditure.

⑦ After filling out all sections, calculate the total estimated amount and enter it in the total section.

- ⑧ Submit the worksheet along with the project proposal to the Special Event Team.
- ⑨ Verify during the hearing. Provide proof of prices for items purchased from sources other than the co-op.

✘Failing to address any of the above steps could jeopardize the feasibility of the project, so verify each step carefully.

#### ○Purchasing items

Items can only be purchased after project approval. If the project is approved, the Special Event Team will contact you.

✘No budget assistance will be provided for items purchased before project approval for any reason.

#### ○About receipts

- The receipt should be addressed to 「立命館大学学友会学園祭実行委員会 (Ritsumeikan University Student Union Executive Committee)」
- The receipt must include the date, issuer, and issuer's stamp.
- Ensure the receipt includes the name of each item, unit price, and quantity.
- Verify the total amount.

※Receipts addressed to the group name are sometimes submitted. Please be cautious when requesting to fill them out.

※If there are issues with the receipts, have the issuing store correct them. **Do not modify them yourself.**

※Budget assistance cannot be provided for items with no receipts or receipts that do not meet the requirements above. Please be careful.

Ex)

<p>Receipt</p> <p>To Ritsumeikan University Student Union Executive Committee</p> <p style="text-align: right;">2024/MM/DD</p> <p style="text-align: center;">¥7600</p> <p style="text-align: center;">Receipt A4 copy paper ¥380×20</p> <p style="text-align: right;">C n-nn (ET)</p>
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○About payment

- If you receive budget assistance, **both the project leader and the accountant must attend the accounting guidance** conducted by the Central Administrative Office Finance Department. Details will be provided during the hearing.
- Missing the guidance without prior notice will generally result in the **cancellation of budget assistance.**
- Insurance costs required for the project are included in necessary expenses.

▪ For items ordered from vendors (e.g., flyers), you need to submit vendor estimates during the hearing.

✂ Depending on the vendor, vendor estimates may take time, potentially missing the project approval date. Such estimates will not be recognized as part of the budget or accounting if delayed. **It is recommended to request estimates from vendors early.**

▪ Missing the accounting guidance conducted by the Central Administrative Office Finance Department without notice will result in the **cancellation of disbursement**. Please be aware.

✂ For questions about budgets and accounting, contact:  
Student Union Building 2F B20 Central Administrative Office  
Finance Department

075-465-8251 [info@r-circle.net](mailto:info@r-circle.net)

## List of Executable Items for the 2024

### University Festival by Student Union Membership Fee

#### 〈2024 Student Union Membership Fee Approval Table〉

Consumables	Approved for withdrawal
Books	Approved for withdrawal
Postage	Approved for withdrawal
Transportation	Approved for withdrawal

Printing	Approved for withdrawal (Requires Student Festival Committee approval for outsourcing)
Usage Fees	Approved for withdrawal
Insurance	Approved for withdrawal
Fees	Approved for withdrawal
Personnel Expenses	Approved up to 5,000 yen per person within the school; Requires Student Festival Committee approval for outside personnel
Membership Fees	Not approved for withdrawal
Accommodation	Not approved for withdrawal
Equipment	Not approved for withdrawal
Repairs	Not approved for withdrawal
Miscellaneous	Not approved for withdrawal

### 2024 Student Council Expense Classification Table

Expense Category	Description
Consumables	General consumables and office supplies such as PPC paper, envelopes, drawing paper, strings for music activities, line tape, parts, lime for athletic clubs, files, etc.
Books	Books, CDs, DVDs, including specialty books, newspapers, periodicals, maps, music scores, etc.
Postage	Communication and postage costs including phone charges, postage, mail services, postcards, stamps, etc.
Transportation	Transportation and delivery costs including shuttle bus tickets, public transportation, taxi fares, truck rental for transporting goods, etc.
Printing	Printing costs for items issued externally by the organization including copy cards, internal copies, outsourced flyers, photo development, etc.
Usage Fees	Costs for facility usage and rental equipment including facility rental, rental equipment, copyright fees, ticket registration fees, rental car fees, etc.

Expense Category	Description
Insurance	Insurance premiums related to events including recreational insurance, etc.
Fees	General fees including transfer fees, cash on delivery fees, etc.
Personnel Expenses	General personnel expenses including speaker honorariums, accommodation, transportation for invited speakers, etc.
Membership Fees	Payments to associations including shared fees, participation fees, advertisement costs for events, pamphlets, etc.
Accommodation	Accommodation costs including lodging fees, camp fees, and accommodation costs for seminars and workshops
Equipment	General equipment with the distinction that consumables are generally considered those under 10,000 yen per item and judged by the nature of the item including PC-related items, shredders, shelves, desks, etc.
Repairs	Costs for repairing and maintaining equipment including cleaning fees, instrument repairs (repair costs for damaged rental items are classified as miscellaneous expenses)
Miscellaneous	Expenses related more to personal activities than group activities including medical supplies, playground equipment, food and drinks (including water, sports drinks, snacks), ceremonial expenses, tissues, uniform costumes, etc.

## Regarding Projects with Revenue

### ○Introduction

Since the purpose of group projects is to present the regular activities of groups and students, profit-making projects are not allowed. If income, such as admission fees, is generated during the project, you must fill out the designated section in the project proposal and report it to the Special Projects

Department. If income is generated without prior notice to the Special Projects Department, **the project will be immediately halted.**

✘ **All income should be used solely for the operation of the project.** If the income can generate a profit that can be used for purposes other than this year's festival project, such a project will not be permitted.

#### ○ Methods for Generating Income

If income is generated during the project, only a ticket system is allowed.

✘ Any changes in the price or quantity of tickets must be reported.

✘ Do not use tickets from previous years or earlier.

The following procedures are necessary if income is to be generated. **Projects that do not follow these procedures will be immediately terminated.**

#### ○ Procedures

① Consultation with the Special Projects Department (during the hearing)

Discuss the project details, budget estimate worksheet, and budget estimate to determine prices and quantities during the hearing

② Ticket Creation

Once the project is approved after the hearing, create (or order) the tickets. Tickets should be at least 4 cm x 10 cm in



size. There are no specific design requirements but ensure they do not violate public order and morals.

### ③ Ticket Review

Submit the created tickets, the number of issued tickets, and the price estimate to the Special Projects Department. All tickets must be numbered. The Special Projects Department will verify and stamp the tickets with an audit seal.

### ④ Completion of Procedures

Once the review is complete, the tickets will be returned to the group.

### ○ Sale of Goods

There are items that can and cannot be sold within a project. If you have any questions, please consult us.

#### 〈Items that can be sold〉

Items that enhance the understanding of the project content by the attendees or enrich the project content.

#### 〈Items that cannot be sold〉

Items that are not directly related to the project execution group.

## Projects Inviting Professional Talents or Lecturers

In group projects for the university festival, groups may invite professional talents or lecturers if it is deemed necessary to convey their activities to the attendees.

This involves complex tasks and knowledge such as:

- Handling issues in case of trouble
- Negotiating appearance fees
- Drafting contracts
- Important points during contract signing
- Creating security plans

✘ Since the purpose of group projects is to disseminate the activities of the group, if it is not deemed necessary to invite professional talents or lecturers, **the project may not be approved.**

✘ **If the project is canceled after the start of contract negotiations with professional talents or lecturers, you may be liable for breach of contract fees.**

As stated above, inviting professional talents or lecturers entails significant responsibilities and complex preparations. Therefore, carefully consider whether it is necessary to invite professional talents or lecturers to convey the activities of your group before planning your project.

# Conducting Fundraising within an Event

## Conducting Fundraising within an Event

This section outlines the regulations for conducting fundraising among attendees within your event. If you plan to hold a fundraising activity, **please read these guidelines thoroughly.**

Organizations that do not meet the following requirements will not be allowed to conduct fundraising activities.

### ○Eligible Organizations for Fundraising

- Organizations that **regularly include fundraising as part of their activities.**
- Organizations with clear activity objectives, content, responsible persons, activity locations, and contact information.
- Organizations that publicly disclose information (activity reports, financial reports, etc.).

### ○Fundraising Purposes

- Must be related to and part of the organization's activities.
- Must not be for the benefit of a specific individual or for-profit purposes.

### ○Donation Recipients

- Must be organizations with clear activity objectives, content, responsible persons, location, and contact information.
- Must publicly disclose information (activity reports, financial reports, etc.).

### ○Requirements for Fundraising Organizations

- Introduce the activities and objectives of the fundraising organization (including the donation recipient).

- Explain the purpose of the fundraising and how the collected funds will be used.
- If acting as an intermediary, introduce the activities and objectives of the intermediary organization.
- Report the total amount raised and the donation recipients using websites or other media.
- Maintain independent accounting and donate all collected funds.
- Provide the Festival Executive Committee with proof that the donation recipients have received the full amount.

### **Prohibited Actions for Fundraising Organizations**

- Soliciting donations outside designated areas.
- Fundraising with the aim of promoting antisocial activities or behavior.
- Actions perceived as coercing donations.
- Any other actions deemed inappropriate by the Festival Executive Committee and Special Projects Department.

### **Response During Fundraising**

The Festival Executive Committee will perform the following actions for organizations conducting fundraising activities:

#### 〈Before Project Approval〉

- Confirm that the organization's objectives and activities are appropriate and that the proposed fundraising meets the regulations.

#### 〈After Project Approval〉

- Review and approve publicity and display materials related to the fundraising.

- Issue and display the Festival Executive Committee's fundraising permit near the donation box.
- Verify the total amount raised with the fundraising organization.
- After verification, create and maintain a confirmation document signed by both the fundraising organization and the Festival Executive Committee.
- Require submission of a copy of the donation recipient's certificate and bank transfer receipt during the final accounting.

✘ The Festival Executive Committee will not be held responsible for any issues arising from the organization's intentional or negligent actions that prevent the completion of the fundraising.

# About Corporate Sponsorship

## ○Introduction

Corporate sponsorship involves seeking cooperation from external organizations and companies to support student-led activities. Utilizing corporate sponsorship can revitalize organizational activities economically, technically, and in terms of publicity. Typical corporate sponsorships include the creation of flyers and pamphlets, obtaining sponsorship fees, and providing prizes.

However, extracurricular activities should be student-led, and excessive commercial involvement by sponsors can hinder the organization's activities. **Therefore, corporate sponsorship for events and publicity during the festival will be permitted only after review by the Special Projects Department to ensure it is necessary and appropriate.**

✕The Special Projects Department and the Festival Executive Committee will not be held responsible for any issues that arise with the corporations.

## ○Corporate Sponsorship Process

- ① **Carefully read and understand the "Corporate Sponsorship Guidelines."**
- ② Submit the "Corporate Sponsorship Application Form" and the "Corporate Sponsorship Agreement" at the time of project registration.
- ③ Present the details of the corporate sponsorship and samples of sponsorship materials (advertisements or products) during the hearing.

- ④ Once the sample receives approval and the project is approved, you may proceed with the sponsorship.

# Cooperate Sponsorship Guidelines

## ○ Sponsorships that organizations can receive from companies:

- Creation fees for flyers or pamphlets for the project.
  - Provision of prizes to be used as awards for the project.
  - Borrowing or provision of goods to be used in the project (both must be free of charge).
  - Funding for project operations.
  - Technical sponsorships beyond the above.
- ✕ If you wish to receive sponsorships other than those mentioned above, please consult with the Special Projects Department.

## ○ What companies cannot do in exchange for sponsorship:

- Announce the company name (e.g., on posters, flyers, pamphlets, websites, social media, etc.).
- Introduce the company within the project (however, only students belonging to the organization can introduce the company).
- Display prizes to be used/distributed within the project.
- Include advertisements in flyers and pamphlets (those primarily focused on project promotion).
- Distribute samples as products.

## ○ What companies cannot do in exchange for sponsorship:

- **Conduct commercial activities for profit** (e.g., selling goods or contracting on campus).
- Have company representatives appear in the project to promote the company.
- Set up a company booth (providing a fixed location on campus for the company).



- Conduct surveys (exceptions are made if the University Festival Executive Committee permits it, the survey measures the effectiveness of corporate sponsorship, and it targets only participants of the organization's project).
  - Include job advertisements (applies to all job types).
  - Real estate advertisements (publicity with only the company name is allowed).
  - Have students wear company attire (uniforms, costumes, etc.); lending non-company clothing is allowed.
  - Have company representatives enter the premises (except for organizations that have received permission from the Special Projects Department and have applied through the student office).
- Other activities deemed inappropriate by the Special Projects Department and the University Festival Executive Committee.

### Notes:

- Distribution materials and media are limited to those approved by the Special Projects Department  
(Please submit the Corporate Sponsorship Application Form, Corporate Sponsorship Agreement, and samples of distribution materials and media to the Special Projects Department before publicizing)
- If the Special Projects Department deems the proportion of corporate advertisements excessively commercial despite being within the permitted range, warnings or advisories may be issued.
- Distribution of flyers created by the company is prohibited (flyers designed by the organization themselves and ordered from a printing company are allowed).
- Submit samples of distribution materials to the Special Projects Department before printing.

- Sponsorship through advertising agencies where the agency profits are prohibited.

○ Specific permitted ranges:

Posters/flyers (one-sided)	Less than 1/2 of the total area
Double-sided Flyers	Less than 1/2 of the total area (full-page ads not allowed on one side)
Pamphlets	Less than 1/2 of the total area (each cover less than 1/2)
Pocket tissue	Less than 1/2 of the total area (not allowed to cover the entire case)
Videos	<ul style="list-style-type: none"> <li>▪ Still image Less than 1/4 of the total screen area</li> <li>▪ Moving image If the runtime is 30 seconds or less, less than 1/5 of the total time. If more than 30 seconds, the appropriateness will be judged by the Special Projects Department (If still images are displayed within the video, the area used for corporate promotion within the still images must be less than 1/4 of the total screen area. Additionally, if the total playback time, including the still image display, is 30 seconds or less, it must be less than 1/5 of the total time. If the playback time exceeds 30 seconds, the appropriateness will be judged by the Special Projects Department.)</li> </ul>

Audio	If the runtime is 40 seconds or less, less than 1/5 of the total time. If more than 40 seconds, the appropriateness will be judged by the Special Projects Department
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✘For videos and audio, bring samples in advance for judgment by the Special Projects Department.

✘For publicity materials and project items, the total area for corporate promotion should be less than 1/4.

# Regulations Personal Information

(Purpose)

## Article 1

These regulations aim to protect personal information acquired by the Special Projects Department (hereinafter referred to as "the Department") in the course of its activities.

(Definition)

## Article 2

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

(Responsibilities)

## Article 3

The Department is responsible for adhering to these regulations concerning the protection of personal information.

(Manager)

## Article 4

The head of the department will be appointed as the manager responsible for protecting personal information acquired by the department.

## Article 5

The manager will guide and supervise department members to ensure compliance with these regulations. (Safety management)

## Article 6

The Department will strictly manage personal information to prevent it from being viewed by third parties.

(Purpose of use)

## Article 7

The Department will use personal information only for tasks necessary for planning and operating events during the university festival period.

(Disposal)

Article 8

The Department will promptly dispose of personal information after completing all tasks specified in the previous article.

(Provision to third parties)

Article 9

The Department will not provide personal information to third parties.

Article 10

Notwithstanding the previous article, the Department may provide personal information to third parties in the following cases:

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

## List of Required Documents

★Please read the application booklet thoroughly before submitting !

### 【Documents that must be submitted】

- ① Group event submission document (Word)
  - University festival group project proposal
  - Desired date for hearing
  - Pledge
  - Facility use request
  - Equipment use request
  - ※▪ Power usage request
  - ※▪ Vehicle entry request form
  - ※▪ Vehicle entry application form
  - ※▪ Corporate sponsorship application form
  - ※▪ Corporate sponsorship pledge

Please fill out the documents marked with ※ only if necessary.

- ② Project executor list (Excel)

Please enter the names and other details of **everyone involved in the project.**

- ③ Budget worksheet (Excel)

Refer to the example provided in the Excel file, and carefully read page 31 “Budget and settlement” before filling in the required information.

- ④ 2024 Ritsumeikan University festival comprehensive pamphlet information sheet (Word)

**Please submit the above four files via the official LINE account for group projects.**

**! Important notes !**

If there are any omissions or errors in the submitted documents, you may be asked to resubmit. Groups that fail to resubmit within the designated period will not be accepted.



**Contact information**

**Central Administrative Office  
University-wide Events  
Department / Special Event  
Team**

**☎075-465-7891**

**✉ [info@r-circle.net](mailto:info@r-circle.net)**

Please contact us primarily through our official LINE account.

If you contact us by email, please use the subject line "[2024 University Festival Kinugasa Group Project]." There may be delays in response if emails are not properly processed.