List of Documents to be Submitted by Applicant Organizations

Please be sure to fill in the required information, leaving no blanks.

The contents of these documents will also be part of the scoring criteria for the selection meeting.

Submission form：<https://forms.gle/FQMsF9Tmmh85q7TK8>

Contact：oic25stage@gmail.com

Application form

Organization Name: 　　　 Number of Performers:

|  |  |  |
| --- | --- | --- |
|  | Organization Leader | Event Manager |
| Phonetic |  |  |
| Name |  |  |
| Student ID No. |  |  |
| Faculty and Student Year |  |  |
| Mobile Phone Number |  |  |
| University Email Address | ＠ed.ritsumei.ac.jp | ＠ed.ritsumei.ac.jp |
| Personal Email Address |  |  |

※We may contact you for confirmation. Please ensure the leader or manager can be contacted.

・If your organization has or is planning to apply for stage event at other campuses, please circle the applicable campus.

（Kinugasa • BKC）

#### ≪Contents of the Presentation≫

●About waiting room（please mark your answer with a circle）

・Do you wish to use a waiting room on the day of the stage event? （Yes・No）

・Do you wish to prohibit the audience from taking photos of your performance? （Yes・No）

●Introduction of organization（activities, achievements, appeals, etc.）

※It will be used as part of the scoring criteria for the selection meeting.

|  |
| --- |
|  |

●Songs to be played (for music organization only) ※Including a cappella circle

|  |  |  |  |
| --- | --- | --- | --- |
| Song Title | Song description | Tick one of them | Length |
|  |  | □ Cover □ Original | min |
|  |  | □ Cover □ Original | min |
|  |  | □ Cover □ Original | min |

※You may be asked to reduce the number of songs to play due to time limitation.

●Equipment (required)

【List of equipment you plan to use】

|  |
| --- |
|  |

※If you wish to use electricity, an “electricity usage request form” needs to be submitted. If you wish to use a vehicle, a “vehicle entry request form” needs to be submitted.

●Details of your performance (will be used as part of scoring criteria for the selection meeting)

1. Do you plan to use music (BGM, SE) when entering the stage or during performance? If so, how many songs do you wish to use? (please tick your answer)

□ Yes （ ）songs

□ No

2)Content of performance (detailed flow of performance, highlights, etc.)

|  |
| --- |
|  |

３) Performance time (desired performance length： 10 minutes maximum)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Desired performance length | min | Preparation time | min | Withdrawal time | min |

4)Performance time on the performance day

If there are any time slots you are unable to perform, please indicate the time slots in the box below. Please provide the reason as well.

※If the reason is not clearly stated, it will not be considered. Additionally, it is not possible for organizations to specify the performance time.

|  |
| --- |
|  |

We may be unable to meet your request for performance time due to the timetable of stages.

●Personal information

If you have any other questions, please feel free to contact the University-wide Events Department using the contact information on the Application Brochure.

【Personal information】

If you agree to the Privacy Policy on the Application Brochure and fill in your personal information, please check “I agree”.

I agree

#### Organization Name 【　　 　　　　　　　　　　】

#### List of performers

※If a performer is from another university, please specify the name of their university in the remarks section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Student Year | Faculty | Student ID Number | Remarks （University name） |
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### Preferred Dates for Organization Interview

Organization Name

・We will conduct an interview with the organization leaders and the event managers as a meeting for stage performances.

Please write X for time slots which you are unable to attend.

Additionally, please make sure that the same persons can attend for both interviews.

(In principle, both the organization leader and the event manager are required to attend.)

※The interviews will be approximately 1 hour.

First Interview

|  |  |  |
| --- | --- | --- |
|  | March 20 (Thur) | March 21 (Fri) |
| 9：00～ |  |  |
| 11：00～ |  |  |
| 13：00～ |  |  |
| 15：00～ |  |  |
| 17：00～ |  |  |

Second Interview

|  |  |  |
| --- | --- | --- |
|  | March 25 (Tue) | March 26 (Wed) |
| 9：00～ |  |  |
| 11：00～ |  |  |
| 13：:00～ |  |  |
| 15：00～ |  |  |
| 17：00～ |  |  |

**List of Questions for Organization Interview（University-wide Events Department）※Required**

1. Do you need to use the electricity usage request form or the vehicle entry request form?
2. Do you wish to use a waiting room? If so, how many rooms do you need?
3. Should the waiting room be separated for men and women?
4. Do you plan to produce sounds in the waiting room?
5. You may use the waiting room from 1 hour before the start of your performance to 30 minutes after the end of your performance. Will the time be sufficient?
6. Does anyone from your organization plan to take pictures during the performance?
7. Will you be able to bring the print-out version of the written oath to the rehearsal?
8. The rehearsal will be conducted on April 2, 10：00～15：00. Is there any time slots when you cannot participate?

10．You will be required to bring your valuables to the stage and manage them yourselves, instead of leaving them in the waiting room. Do you agree?

11．In the rehearsal, the volume of the sound used will be limited to 60 decibels, which the University-wide Events Department will measure. If you exceed the limit, do you agree to lower the volume?

12．Are there any other questions you would like to ask during the first interview?

**List of Questions for Organization Interview（RBC）※Only for non-band organizations**

【Content of your performance】

・Please specify the content, flow and length of your performance below (name of the songs used, length of the songs, number of performers for each song)

・パフォーマンス人数(全体)を教えてください。

Total【　　】performers

・From which side of the stage do you plan to enter or leave?

【　　　】Enter【　　　】Leave

・Timing of entering stage (performers are on the stage from the start of the performance, after a catchphrase or after an SE)

【　　　　　　】

・Do you plan to use the Lower Stage?

【Yes ・ No】

・Do you need to change performance in case of rain?　【Yes ・ No】

(If so, please provide details of the changes)

・Timing when the song starts playing

【　　　　　　】

・Do you wish to play an entry/exit BGM?

【Yes ・ No】

・Do you plan to bring props?　【Yes ・ No】

(If so, please specify what you plan to bring in the box below)

・What is your catchphrase?

E.g. “We will play fantastic music!” This is Ritsumeikan University XX Circle!

・If you have any specific preferences regarding how the catchphrase is said, please specify your request below.

(1 person? 2 people? Male? Female?)

・Please specify what you would like to do in the rehearsal below.

【About the interview】

・A host from the RBC will interview you for about 5 minutes before the performance.

Please provide **the name, student year and nickname (the name the host should address you)** of the members who will answer the interview.

(Please assign 1 or 2 members to answer the interview)

|  |  |  |
| --- | --- | --- |
| **Name** | **Student Year** | **Nickname** |
|  |  |  |
|  |  |  |
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**・**Please provide **3-5** questions to be asked during the interview, if possible with their answers.

※We may be unable to ask all questions due to time restrictions. Please write the questions **in the priority order.**

**・**If there are things you do not wish to be asked during the interview or questions you do not allow, please specify below.

【About sound】

※About the handling of CDs

The sound data will be first sent from organizations to the University-wide Events Department, which will then send the data to RBC.

We would like the data to be sent in the wav format. Thank you for your cooperation.

・Do you plan to use SEs?【Yes ・ No】

(If using, please specify the timing when the SEs should be played)

・Do you plan to play songs during the performance?【Yes ・ No】

(If using, please specify the timing when each song should be played)

・Do you plan to use microphones during the performance (including organization MCs)?【Yes ・ No】

(If using, please specify how many microphones you would like and the timings you wish to use them)

・Please provide **the name** and **student year** of the person who will be in charge of organization MC (if you do not plan to have any, you do not have to fill the below in).

|  |  |
| --- | --- |
| **Name** | **Student Year** |
|  |  |
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・Do you plan to prepare microphones as the organization (please specify the number and type of microphones)

【Yes：　(number of microphones) ・ No】

・Do you want the RBC to prepare microphones (please specify how many microphones you would like)?

【Yes：　(number of microphones) ・ No】

・Do you plan to use a microphone stand?【Yes ・ No】

・Do you plan to change clothes during the performance?【Yes ・ No】

・Do you want the CD to be returned to you?【Yes・No】(If not, the RBC will dispose of the CD)

**List of Questions for Organization Interview（RBC）※Only for band organizations**

Organization name：

Name of the organization leader：

【About the content of the performance】

・Please specify the detailed flow of your performance (which songs to be played, the length of the songs, if you plan to have an organization MC (if so, please specify the name of the MC as well), the length of the performance, **number of performers for each song, the sides of the stage you wish to enter or leave from**, etc.)

・Entering from： Stage left Stage right

※There will be situations in which we can only allow organizations to both enter and leave from the stage right.

・Please specify the timing when the performers enter the stage (performers are on the stage from the start of the performance, after a catchphrase or after an SE）

・Leaving from： Stage left Stage right

There will be situations in which we can only allow organizations to both enter and leave from the stage right.

・Please specify the timing when the performers leave the stage.

・Please provide your organization’s catchphrase.

※Catchphrase is what the RBC host will say before the performance starts. You can think of it as a cue for the start of performances.

E.g. “They are the only organization in RU which does XX! They are OO!”

・If you have any specific preferences regarding how the catchphrase is said, please specify your request below.

(1 person saying, 2 people saying it together with a happy tone, etc.)

・Do you plan to use the lower stage?： Yes No

※If yes, please specify the area you would like to use and how many people will be using the space.

・Do you plan to bring props?： Yes No

※If yes, please provide details of your props as well.

・Do you plan to change clothes during performance?： Yes No

※Based on the location of the tent or time, we may be unable to meet your requests about the stage side you will enter and leave the stage.

・Do you plan to change your performance in case of rain?： Yes No

※If yes, please specify how it will be changed.

・Please specify what you would like to do in the rehearsal.

【About sound】

〇If you wish to play a song or an SE, **all the related data are to be prepared and submitted by the organization** to the RBC, which will play them during the performance. We will inform you of the means of submitting the data in the organization interview.

・Do you plan to use SEs?： Yes No ※If yes, please specify the timing you wish them to be played.

・Do you plan to play entrance music?： Yes No ※If yes, please specify the timing you wish them to be played.

・Do you plan to play exit music?： Yes No ※If yes, please specify the timing you wish them to be played.

・Do you wish to use a microphone stand?： Yes No

**〈Only the organizations that will use microphones during the performance are required to answer these questions〉**

・Do you plan to prepare microphones as the organization?： Yes (Number of microphones： ) No

※If yes, please specify the number and type of microphones.

・Do you want the RBC to prepare microphones?： Yes (Number of microphones： ) No

If yes, please specify the number of microphones.

Do you want wired or wireless microphones?： Wireless Wired

※There will be situations in which we are unable to meet your requests.

・Which guitar amplifier will you use?

Marshall JCM-900(Head) 1960A(Bottom)  Roland JC-120 None

・The sound of guitar will be recorded by a microphone. Do you agree to this arrangement? Yes No

・Is this bass amplifier below appropriate for your performance? Yes We will not use a bass amplifier

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

The sound of acoustic guitar and bass will be recorded via cables. Do you agree to this arrangement? Yes No

・Is this drum appropriate for your performance? Yes We will not use a drum

YAMAHA Maple Custom

・Which TOM do you use?  1 TOM  2 TOM

・Which is your dominant hand? Right  Left

・Do you plan to bring your pedals? Yes No

・Do you plan to bring your cymbals? Yes No

・Is this keyboard appropriate for your performance? Yes We will not use a keyboard

Roland JC-85

・Is a 4-legged stand appropriate for your performance? Yes We will not use a stand

・Do you want us to record your sound in stereo or monaural format?  ST  Mono

・Is there any sound you would like to be emphasized with the returning speaker? We will check your preference again in the rehearsal.

Yes No ※Is yes, please specify which sound to emphasize.

【Transition chart】

・We will appreciate it if you can draw a transition chart (position chart), which illustrates where you will use which microphones or equipment.

Stage

right Stage left

Stage front

【About the interview】

〇The two hosts from the RBC will interview you during the transition time after the performance, for 3-5 minutes. Please assign **2 or 1 person to answer the interview**.

The number of questions asked may increase or decrease due to time restrictions.

・Please specify **the student year, name, and nickname of all members** who will answer the interview.

Student year：

Name and furigana：

The name the host should address you with：

・Timing of the interview： Before the performance After the performance

・The side of the stage interviewee will enter and leave the stage from

Enter： Stage left Stage right Leave： Stage left Stage right

※There will be situations in which we can only allow organizations to both enter and leave from the stage.

・Please provide questions you would like the host to ask during the interview (3-5 questions).

※Please also specify the **priority** of questions as some questions may be omitted due to time restrictions. Also, please put the answers to the questions if possible.

・Due to the time schedule, we may ask questions other than the ones you have provided above. If there are questions you wish not to be asked in such cases, please specify below.

〇If you have any questions about the event in general, please specify below.

Thank you for your cooperation.

We, RBC, are looking forward to your performance.

Ritsumeikan University Welcome Events Executive Committee

Chairperson Mr. Kimura Rikusei

## Written Oath

We pledge to strictly adhere to the following in participating in the FY2025 OIC Welcome Events. If we violate any of the following, we will not object to be punished.

①Participating organizations must not engage in any actions of violence, discrimination, religious campaign or anti-social behavior during the event or rehearsal.

(※Excluding the events or rehearsals accepted by the Ritsumeikan University Student Union Welcome Events Executive Committee and the Ritsumeikan University Central Administrative Office University-wide Events Department)

②Participating organizations must be responsible for accidents that happen during the event, excluding the ones caused by inevitable reasons.

③If a participating organization damages or lose equipment or damage buildings, they must pay compensations.

④If members of the Ritsumeikan University Student Union Welcome Events Executive Committee and the Ritsumeikan University Central Administrative Office University-wide Events Department announces the cancellation of your performance, they must follow the directions.

⑤Participating organizations must strictly adhere to the rules written on this brochure.

⑥Participating organizations must agree to the privacy policy of the Central Administrative Office University-wide Events Department.

⑦If a participating organization assigns a member to take photos during the performance, the must agree that the University-wide Events Department provides a mark to distinguish the photo taker.

⑧If a participating organization allows the audience to take photos freely during performance, the University-wide Events Department will not be responsible for any troubles.

⑨Participating organizations must follow other instructions provided by the Ritsumeikan University Student Union Welcome Events Executive Committee and the Ritsumeikan University Central Administrative Office University-wide Events Department.

2025/ / Day of the week:( )

Organization name

Organization leader

Home address

Contact (phone)