

BKC New Student Welcome Period: Club Booth Application Guide

● Application Period ●

February 28th (Fri) 12:00 PM –
March 7th (Fri) 12:00 PM

● Event Dates ●

April 3rd (Thu) 10:00 AM - 5:00 PM
April 4th (Fri) 10:00 AM - 5:00 PM

Central Administrative Office
University-wide Events Department

< Important Notice >

This application booklet pertains to the BKC Circle Booth Project for the 2025 Welcome Festival.

Please note that this booklet does not cover:

- Circle booths at the Kinugasa and OIC campuses
- Group projects or stage performances at the BKC campus

If you wish to apply for a **BKC circle booth**, please refer to this booklet for guidance and application procedures.

Kindly review this booklet thoroughly to ensure you understand the application deadlines, methods, and other essential details.

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【Introduction】

The Circle Booth Project at the Welcome Festival provides a platform for extracurricular groups to showcase their activities to new and current students. This year, booths will once again highlight the unique characteristics of each group to generate greater interest among attendees.

Please note that any commercial activity, including corporate sponsorships, is strictly prohibited at this year's Circle Booth Project. Groups are not permitted to include information regarding corporate sponsorships in their promotional materials or during recruitment activities at their booths.

This booklet contains essential information for groups participating in the project. All applicants are required to carefully review this booklet before submitting their applications.

—————Important Notes—————

- The lottery will be conducted remotely using Excel's random function.
*Please be aware that lottery results are final, and no appeals will be accepted.
- This year's event will consist of circle booths, flyer distribution, and flyer posting on designated boards. (There will be no designated flyer distribution zone as in previous years.)
- To prevent damage to rental equipment, eating within the booth area is strictly prohibited.
*If you eat, you will be subject to points deduction.
- Event staff will patrol the area during the Circle Booth Project to ensure that booths do not obstruct pedestrian traffic. Groups that exceed their designated area or cause congestion will be asked to reorganize.

【Circle Booth Overview】

Booth Specifications

- **Type:** Standard Booth (focused on discussing group activities)
- **Number of Booths:** 130
- **Size:** 4m x 2.5m

Event Dates and Times

- Thursday, April 3, 2025: 10:00 AM - 5:00 PM
- Friday, April 4, 2025: 10:00 AM - 5:00 PM

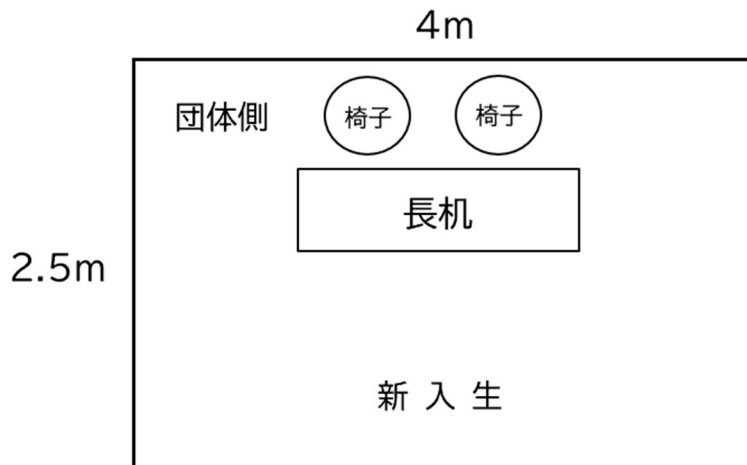
Eligible Groups

Groups belonging to the Ritsumeikan University Student Union, project groups, and other organizations officially recognized by Ritsumeikan University.

*Note: Unaffiliated groups are not eligible.

Booth Layout

To prevent congestion, booths will be arranged as shown in the diagram below. Each group may have up to six members present within their booth area. If many new students gather at your booth, please ensure they wait within your designated area.



Required Group Positions for Exhibition

Please designate the following individuals within your group:

- Project Leader: 1 person
- Project Sub-Leader(s): 2 people

Both the Project Leader and Sub-Leader(s) must meet the following criteria:

- Not currently serving as a Project Leader or Sub-Leader for circle booth projects at any campus.
- Not currently serving as a leader for other projects (e.g., group projects, stage performances) at any campus.
- Able to attend the guidance sessions on Thursday, March 27th, and Friday, March 28th.
- Able to attend the exhibition day and present their student ID.

Flyer Boards

This year, flyer boards will be set up to display flyers from all participating groups in one convenient location. The planned location is in front of Union Square. All groups may post flyers, regardless of the circle booth lottery results. Please refer to page 9, "Various Applications," for more details.

Event Day Information

Attendance is not permitted for individuals who are feeling unwell or are under the influence of alcohol.

To avoid congestion at the equipment collection point, **please bring a team of 6 to 8 people to transport equipment.** Therefore, each group must secure at least six members on the event day. Six name tags will be provided at the time of equipment rental. There are different tags for project leaders (including sub-leaders) and participants. Please ensure that all participants wear the designated name tag.

After the exhibition concludes on the second day, please complete the survey using the QR code provided on your exhibition permit.

【Application Process】

1. Application

Period: February 21st (Fri) 12:00 -
February 28th (Mon) 12:00
URL: Published on the Student Union
website



2. Lottery

Date: March 3rd (Mon)
Method: Lottery using Excel



3. Various Applications

Deadline: March 10th (Mon) 17:00
Note: Please apply for the necessary
items after confirming the lottery
results.



4. Guidance

Date: March 27th (Thu), 28th (Fri)
13:00-14:00 each day
Format: Zoom



5. Event Day

Date: April 3rd (Thu) 10:00-17:00, April
4th (Fri) 10:00-17:00

【Application Information】

Applications will be accepted from February 21st (Fri) 12:00 to February 28th (Mon) 12:00 through the Circle Booth Project application form, which can be found on the Student Union website and at the end of this booklet. Please provide the following information:

- Type of organization
- Organization name (official name)
- Activities
- Names of the project leader and sub-leaders
- Phone numbers (1 for the project leader, 2 for the sub-leaders)
- Email addresses (1 for the project leader, 2 for the sub-leaders, frequently used email addresses)
- Vehicle entry (only 1 vehicle will be permitted)
- Flyer board participation survey
- Remarks

Please ensure that all the information provided is accurate.

【Lottery Information】

The lottery will be held on March 3rd (Mon) using Excel. Please note that there will be no Zoom broadcast or video sharing of this year's lottery. The lottery results, whether winning or losing, will be sent to the project leader's email address sequentially after the lottery.

In the event of cancellations, there is a possibility of being selected as a replacement. In such cases, we will contact the project leader and sub-leaders by phone to inform them of their selection. If we are unable to reach you by phone, we will send an email with the same information. Please note that if there is no response to the email within 12 hours, the selection will be considered invalid.

【Various Applications】

Both winning and losing groups are required to complete the various applications based on the information provided in the email attachment. Please submit your application using the inquiry and application form found at the end of this booklet and attached to the email. The deadline for all applications is March 10th (Mon) at 17:00.

For Winning Groups:

1. Pledge: (Required)

Please download the Word format pledge form attached to the lottery result email, fill in the required information, convert it to a PDF format, and submit it. Failure to submit by the deadline will automatically result in the cancellation of your exhibition.

2. Flyer Application:

If you wish to display your flyer on the flyer board and distribute it on the event day, please submit the flyer you intend to use in A4 portrait-oriented PDF format.

Only flyers that have been granted distribution permission may be distributed. If any unauthorized flyers are distributed or if flyers are distributed by unauthorized groups, points will be deducted, and the flyers will be confiscated.

If you are ordering flyers from a printing company, please do not place the order until you have received permission. Please note that the University-wide Events Department will not be held responsible for the group's flyer preparation or ordering process.

Please adhere to the following rules regarding flyer content:

- Must be A4 portrait-oriented (other sizes will not be accepted)
- Must not include any content related to corporate sponsorships
- Must not include any personal contact information (including

representative email addresses, social media accounts, and phone numbers)

- Must have valid URLs
- Must include the name of the issuing organization
- Must not violate public order and morality
- Must not infringe on any copyrights
- Must not include any religious or political claims
- Must not be deemed inappropriate by the University-wide Events

Department, the New Student Welcome Executive Committee, and the Student Office.

3. Vehicle Entry Application:

Please download the Excel file attached to the lottery result email, fill in the required information, and submit it.

4. Signboard Application

If you plan to use a signboard within your booth area on the event day, please submit specific details regarding its format, material, and size. Signboards that are excessively large or those that pose a risk of obstructing pedestrian traffic or causing harm to individuals will not be permitted.

○For Unsuccessful Groups:

Flyer Application:

If you wish to display your flyer on the flyer board, please submit the flyer you intend to use in A4 portrait-oriented PDF format. (Please note that flyer distribution on the event day is not allowed.)

Please adhere to the following rules regarding flyer content:

- Must be A4 portrait-oriented (other sizes will not be accepted)
- Must not include any content related to corporate sponsorships
- Must not include any personal contact information (including representative email addresses, social media accounts, and phone numbers)
- Must have valid URLs

- Must include the name of the issuing organization
- Must not violate public order and morality
- Must not infringe on any copyrights
- Must not include any religious or political claims
- Must not be deemed inappropriate by theUniversity-wide Events Department, the New Student Welcome Executive Committee, and the Student Office.

【Guidance】

Attendance at the guidance session is mandatory for the project leader and sub-leaders of each group.

Dates: March 27th (Thu) and 28th (Fri), 13:00-14:00 on each day

Location: Zoom

*Please gather 10 minutes prior to the start time for attendance confirmation.

*Changes to the project leader/sub-leader will only be accepted if the University-wide Events Department is notified by 17:00 on Wednesday, March 26th. Changes after this time will generally not be accepted.

*If, for any reason, one of the project leaders or sub-leaders is unable to attend the guidance session on the above dates, please contact the University-wide Events Department via the inquiry form by 17:00 on Wednesday, March 26th. Absence without prior notification will result in point deductions.

【About the day】

○Equipment Rental and Return

★Rental

On April 3rd (Thu) and 4th (Fri), we will be lending out equipment and exhibition permits at the equipment collection point (between West Wing and Lexel). We will keep the project leader's student ID as a deposit. In principle, we will keep the project leader's student ID, but only if the project leader cannot come to rent or return the equipment, will we keep the project sub-leader's student ID. Please note that it is expected to be crowded on the day.

Date and time:

- April 3rd (Thu) 10:00-11:30
- April 4th (Fri) 10:00-11:30

Location: Equipment collection point (between West Wing and Lexel)

What to bring: Project leader's student ID

*Please bring a total of 6 or more and 8 or fewer people, including the project leader, to safely transport the equipment.

Loan equipment:

- Exhibition permit x 1
- Long desk x 1
- Pipe chair x 4
- Name tag x 6
- Flyer distribution permit x 4
- Sandbag x 1
- Stamp for rally project x 1

★Return

When the circle booth closing time comes, please clean up the booth and return the equipment to the equipment collection point in the condition it was lent out. At that time, please also return the exhibition permit. Once the equipment and the exhibition permit have been returned

without any deficiencies, we will return the student ID that was kept at the time of lending to the person.

Date and time:

- April 3rd (Thu) 13:30-17:30
- April 4th (Fri) 13:30-17:30

(The exhibition time is until 17:00 on both days. Please return the equipment promptly when the time comes. If the exhibition ends early, it can be returned after 13:30.)

Location: Equipment collection point (between West Wing and Lixel)

What to bring:

- Exhibition permit x 1
- Long desk x 1
- Pipe chair x 4
- Name tag x 6
- Flyer distribution permit x 4
- Sandbag x 1
- Stamp for rally project x 1

*If an exhibition suspension order is issued, please stop the circle booth immediately and return the equipment.

*Please bring a total of 6 or more and 8 or fewer people, including the project leader, to safely transport the equipment when returning it.

○Flyer Distribution

Groups exhibiting at a circle booth on the event day can distribute pre-approved flyers within the campus. Please review the following guidelines for flyer distribution:

Implementation Period:

April 3rd (Thu) and 4th (Fri), 10:00 AM - 5:00 PM

Distribution Locations:

Outdoors within the BKC campus (distribution inside buildings is prohibited)

Important Notes:

- Only flyers that have been pre-approved may be distributed.
- Only groups that have won the lottery and are exhibiting at a circle booth on the day are eligible to distribute flyers.
- Flyer distribution is limited to groups of two or three people wearing the distribution permit. Please be sure to distribute as a group.
- You may only distribute flyers and guide people to your booth. It is prohibited to obstruct the paths of new students or current students, explain your group's activities, or guide people to your group's club room or other related facilities. If you wish to explain your group's activities, please inform them of your booth location and encourage them to visit.
- Please be considerate of other groups and avoid causing any disturbance.
- Like the circle booth patrol, event staff will check for any violations of the rules. If any violations are found, points will be deducted, and flyer distribution will be stopped.

○Rally Project

A rally project will be held at the Welcome Festival. In this project, participants will visit various buildings and circle booths within the campus to collect stamps and win prizes. This project will be implemented to further develop the circle booth project as an opportunity for each group to showcase their daily activities and appeal to new students.

We kindly request your cooperation in this project by stamping the rally cards of new students and transferring students who visit your circle booth. Further details will be explained by the event staff during the guidance session.

○Response to Rain

If severe weather such as thunderstorms or heavy rain is expected by the day before the event and it is determined that it will be difficult to exhibit at the booths, we will notify the email addresses of the project leader and sub-leaders who applied for the event.

If, on the day of the event, the event staff determines that the BKC Circle

Booth Project cannot be continued due to heavy rain, all booth projects will be canceled. In the event of light rain, it will be up to the discretion of the leader of each group to decide whether to continue. Even if the event is canceled due to rain, all groups are required to return their rented equipment. Please be sure to return it.

【Prohibited acts】

Each group will start with 3 points, and points will be deducted for violations of the rules outlined below. Groups that reach 0 points will be suspended from exhibiting. Event staff will patrol the area and deduct points for any violations observed.

○Violations Resulting in a 1-Point Deduction:

- Attaching group signs to campus poles or trees.
- Placing equipment or other items outside of the designated booth area.
- Transporting equipment for rental or return with fewer than 6 or more than 8 people (excluding exceptions).
- Improper use of equipment.
- Operating a booth without displaying the exhibition permit.
- Unauthorized use of school equipment.
- Setting up a tent.
- Setting up signs or other structures that exceed the height limit (2 meters).
- Bringing in long desks or chairs other than the ones provided for rental.
- Expanding the booth area.
- Absence from the guidance session without prior notice.
- Having individuals without name tags inside the booth area.
- Soliciting outside of the designated booth area.
- Failure to comply with instructions from University-wide Events Department staff.

○Violations Resulting in a 2-Point Deduction:

- Forcibly stopping new or current students who are passing by.
- Forcibly registering new or current students for the group's social media accounts, etc.
- Stamping the same rally card twice.
- Eating inside the booth.
- Distributing flyers outside of the designated times.
- Flyer distribution without a flyer distribution permit.
- Distributing flyers inside buildings.
- Disrupting public order and morals.

- Making noise inside the booth (playing musical instruments, using speakers, shouting, etc.).
- Obstructing the recruitment activities of other groups.
- Distributing flyers from unauthorized groups or flyers with unauthorized content.
- Failure to return rented equipment within 30 minutes of the event's end time.
- Leaving the booth and equipment unattended.
- Absence of both the project leader and sub-leaders from the booth area.
- Distributing food or drinks to participants.
- Cases of forceful solicitation reported by new or current students.
- Use of power generators, storage batteries, or other privately-owned power sources.
- Unauthorized use of campus electricity.
- Obstructing the execution of duties by University-wide Events Department staff.

○ Violations Resulting in Immediate Exhibition Suspension:

- Altering any information written by the University-wide Events Department.
- Exhibiting outside of the designated booth.
- Consuming alcohol in areas is prohibited by the booth or university rules.
- Smoking in areas is prohibited by the booth or university rules.
- Use of fire.
- Compulsion of specific ideologies or proselytizing activities.
- Anti-social behavior.
- Commercial activities (corporate sponsorships are not permitted).
- Intimidation of University-wide Events Department staff.
- Significantly obstructing the duties of University-wide Events Department staff.

In addition, any other matters deemed inappropriate by the University-wide Events Department will be reviewed by the staff, and points will be deducted as appropriate. If you do not comply with the instructions of the University-wide Events Department staff, the New Student Welcome Executive Committee officers and the Student Office will act.

【Terms of Use for Personal Information Protection】

Article 1 (Purpose)

This Agreement stipulates matters concerning the protection of personal information held by the Ritsumeikan University Student Union Central Executive Committee University-wide Events Department (hereinafter referred to as "the Division") in its activities.

Article 2 (Definitions)

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

Article 3 (Responsibilities)

The Division is responsible for complying with this Agreement regarding the protection of personal information.

Article 4 (Administrator)

The Director of the Division shall be the administrator responsible for the protection of personal information in the Division.

Article 5 (Responsibilities of the Administrator)

The administrator shall guide and supervise Division members to comply with this Agreement.

Article 6 (Security Management)

The Division shall strictly manage personal information to prevent it from being viewed by third parties.

Article 7 (Purpose of Use)

The Division shall use personal information only for the necessary operations in planning and managing projects or plans at the BKC Welcome Festival.

Article 8 (Disposal)

The Division shall promptly dispose of personal information after all the operations stipulated in the preceding article have been completed.

Article 9 (Provision to Third Parties)

The Division shall not provide personal information to third parties.

Article 10 (Exceptions)

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

- ①When consent has been obtained from the provider
- ②When there is a request for information disclosure related to a criminal investigation from the police, courts, etc.
- ③When based on laws and regulations

【Contact Information】

For inquiries, please use the QR code below or the "Inquiry & Application Form" on the Circle Booth Recruitment page of the University Student Association website.

If you wish to consult in person or request individual support, please consult with us via the "Inquiry & Application Form" and then visit the University-wide Events Department counter in the Central Act Office on the 4th floor of Central Arc.

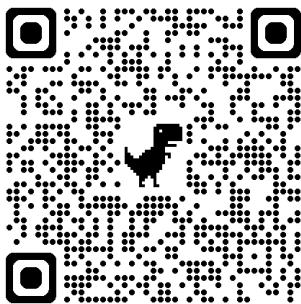
【QR Codes】

The QR codes for the project application form and the inquiry & application form are as follows.

Please make sure you use the correct form.

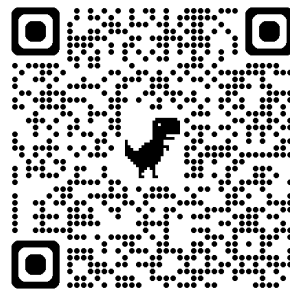
QR code is a registered trademark of DENSO WAVE INCORPORATED.

Project Application Form



<https://forms.gle/LjpMV1SbANTSaiPT>

Inquiry and Application Form



<https://forms.gle/GmJBmZNSKMasoYA7>