

The first Group Leader Meeting

Thank you for coming today.

This year's theme is "全部森のせいだ".

Today's schedule

1. Confirming material
 2. Definition of cooking and dealing with alcohol
 3. Greeting from chairman
 4. The first cooking lecture
 5. Presentation about advertisement of project
 6. Questionnaire
 7. Presentation about reporting procedure
 8. The system of supply for materials to projects
 9. Lottery of space to conduct place
- ※ We might change the order of today's schedule

Distributed material

Common material

- ☐ This material
- ☐ The system of supply for materials to projects
- ☐ The first cooking lecture

Only for cooking project

- ☐ Cooking lecture material

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To all projects

Abstract of Group Leader Meeting

Abstract

- ☐ Group leader meeting is held 9 times including this time. 4 of that are explanations like today, other of that are distribution except for 8th and 9th group leader meeting,
- ☐ In 9th group leader meeting, we conduct collect name tag of cooking IDcard and questionnaire. Please cooperate with us.
- ☐ We inform important things, **please attend every meeting.**
 - Explanation meeting... We explain material and conduct all kind of lecture.
 - Distribution meeting... We distribute and confirm material, collect submitted paper and answer questions.

Suchedule

- | | |
|--|--|
| <input type="checkbox"/> 1st(Explanation) | July 5 th (Tuesday) |
| <input type="checkbox"/> 2nd(Explanation) | July 12 th (Tuesday) |
| <input type="checkbox"/> 3rd(Explanation) | October 4 th (Tuesday) |
| <input type="checkbox"/> 4th(Distribution) | October 11 th (Tuesday) |
| <input type="checkbox"/> 5th(Distribution) | October 18 th (Tuesday) |
| <input type="checkbox"/> 6th(Explanation) | October 25 th (Tuesday) |
| <input type="checkbox"/> 7th(Distribution) | November 1 st (Tuesday) |
| <input type="checkbox"/> 8th | November 4 th (Friday) |
| <input type="checkbox"/> 9th | November 8 th (Tuesday) |

Notice

- ☐ When you miss the group leader meeting **three times** or do not submit paper until deadline **twice**, we will warn withdrawal of your project.

To all projects

Alcohol Handling

For both Ordinary and Academic Projects to be realized during the School Festival, it is forbidden the use and handling of alcoholic beverages. Thanks in advance for your comprehension

Abstract

Due to the Festival Committee cannot take responsibility for the possible events and accidents that the consumption of alcoholic drinks during the School Festival could cause, it has been considered appropriate to prohibit all alcohol handling during the School Festival. Even if it doesn't contain any alcohol in it, any type of liquor can or bottle will be taken under custody, please be careful.

Specific prohibited matters are the following:

- ☐ In Ordinary and Academic Projects, the sale or free of charge distribution of alcoholic drinks.
- ☐ In Ordinary and Academic Projects, the management of projects under the influence of alcohol.
- ☐ Due to Ordinary or Academic Projects, take alcoholic drinks into the School Festival Area. (with the exception of the projects whose application was accepted beforehand)

However, in accordance to the nature of the Taruzake project being hold by the School Festival Committee, this project is the exception.

For the people desiring to use cooking alcohol and non-alcoholic beverages as part of their projects, it is necessary to present the Alcohol Handling Application

Regarding more detailed information, this will be provided in the second Project Group Leader Meeting.

Notice

In case of detecting a project violating the prohibitions stated above the day of the School Festival, the respective measure including the suspension of the project will be taken. Moreover, in case of detecting the possession of unopened or empty liquor containers, they will be taken under the custody of the School Festival Committee. Condiments being contained in empty liquor bottles will also be collected, thanks in advance for your comprehension.

If you have any questions, please contact the Festival Committee.

To all projects

Definition of Cooking

In order to achieve a smooth management of the Cooking Projects, we ask for your cooperation.

What is Cooking?

In the School Festival Committee, regarding the “Cooking” that will take place during the School Festival, it is defined as follows:

All air exposure and processes occurring before the selling and provision of food and drinks to the customers.

With this in mind, all actions like the ones stated below are considered as “Cooking”.

- ☐ Pouring beverage into a container
- ☐ Opening of ready-made packed products like snacks
- ☐ Heating food products
- ☐ Replenishing stock and preparing food

(Extract from the Application Guidelines)

Therefore, “Not Cooking” projects are bound to the next restrictions:

Prohibitions (Example)	Possible Actions (Example)
<ul style="list-style-type: none">● Give to those attending juice or coffee after pouring it in a cup.● Leave opened potato chips bags and others over the table	<ul style="list-style-type: none">● Leave cups and bottles over the table and have the customers pour it themselves.● Leave over the table small packed snacks. (assistants open them themselves)

To the people realizing Cooking Projects, right after the information for All Project Group Leaders over, the explanation for Cooking Projects will take place. In order to perform cooking projects, important messages will be given and necessary documents will be delivered and collected. In case of not attending this explanation, **it will not be possible to perform a Cooking Project during the School Festival.**

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Notice

The projects selling or displaying products which are accompanied by any of the actions stated before, fall under the category of “Cooking Project”.

To people who submitted “Not Cooking” and want to change their project to “Cooking”, please move to the room 3A402 and take part of the Cooking Project Group Leader Meeting. After the meeting is over, please submit the change application at the Project Manage Booth.

If you have any questions, please contact the Festival Committee.

To all projects

Prohibitions

Please keep in mind that the following activities are prohibited at the school festival. When you do not keep these prohibitions, we cancel your project or issue a warning letter.

Action that you must cancel your project at the worst case

- ☐ Selling, handing out liquor
- ☐ Using fire except the cooking
- ☐ Cutting off the supply of electric on campus because of the excessive use of electricity
- ☐ Doing religious activity
- ☐ Fund-raising activity
- ☐ Supporting and criticizing of a particular political party or religion
- ☐ Issued two warning letters

Action that you must be issued warning letter at the worst case

- ☐ Doing things against public order and standards of decency
- ☐ Doing harm to others
- ☐ Using fire within doors
- ☐ Breaking, losing the school's property
- ☐ Running the project while drunk
- ☐ Doing the profit publicity stunts of the company without our permission
- ☐ Doing co-sponsorship without our permission
- ☐ Including things that abuse others in your project
- ☐ Doing the project only by guests
- ☐ Using things without our permission(generator, electricity, radio, a charcoal fire, mike, projector, and so on)
- ※ The standards between 2 and 3 are decided by us
- ☐ Cooking without our permission to get a cooker ID card
- ☐ Cooking before the day you sell the product and out of appointed places
- ☐ Not cooking based on contents that you submitted to the health center
- ☐ Repeated attention
- ☐ Advertising including false information

The first Group Leader Meeting

- ☐ Advertising to the effect that you will donate your sales
- ☐ Not leaving anyone at space of your project

Action that you must be warned at the worst case

- ☐ Doing things which is not suitable in university
- ☐ Bringing in alcohol
- ☐ Inviting to a group and an organization
- ☐ Participating the project who Non-members of Tsukuba University or guest
- ☐ Using/doing things without applying(co-sponsorship, , bicycles, desk, chair, etc)
- ※ The standards between 2 and 3 are decided by our committee
- ☐ Using equipment in the room without permission
- ☐ Cooking without having a cooker ID card
- ☐ Selling while walking
- ☐ Delivery service
- ☐ Cooking outside of the tent and roof
- ☐ Cooking in the rain or strong wind
- ☐ Cooking without possessing a cooker ID card
- ☐ Advertising outside of the assigned term
- ☐ Advertising on campus against our regulation and without our permission
- ☐ Cooking without using antiseptic solution (cooker and cookware)

Attention

If you are said “You must cancel your project”, please follow us.

If we issue a warning letter, please stop the action and sign it.

When you are warned, please stop this action.

In addition, doing things that prevent the school festival from running smoothly, we may warn you.

To all projects

How to apply desks and chairs

When you borrow desks, chairs, movable blackboard and movable whiteboard on the day of school festival, please apply following this material.

Check points

- ☐ The number of desks and chairs you will borrow.
- ☐ The kind of desks and chairs you will borrow.

How to apply

Using by “雙峰祭オンラインシステム(Sohosai online system)”

ホーム画面→各種申請→机・椅子使用申請

Deadline

September 17th (Sat) 23:59

Notice

- ☐ **Please apply items only you need.**
- ☐ **You might not borrow all items which you apply.**
- ☐ You can't stack desks and chairs.

Outdoor projects

- ☐ The maximum number of desks and chairs is 6.
- ☐ These desks and chairs are not for indoor projects but for outdoor projects.



Indoor projects

You can't use all desks and chairs except for stable desks and chairs. Please apply only you use.

School chairs might exchange in chairs with caster

Possibly, please apply for **long desk** in 2・3 area.

In PE and Art area・University Hall area, please apply for school chairs because there is no long desk.

These are examples of long desk and chair for indoor.



To all projects

How to determine the date and space to conduct the project

We inform you how to determine the date and space to conduct your project. Please confirm.

Overview

1. Lottery – First Project Group Leader Meeting July 5th(Tue.)

We hold a lottery after the first meeting. (see attachment)

2. Fixing the date and space for conducting the project

- The number of the project is limited, so we determine the date and space to conduct the project by the result of the lottery.

3. Announcement of the provisional date and space – July 25th(Mon)~31th(Sun)

- We announce the provisional date and space for conducting the project. Please understand that it is provisional and it may change. (see attachment)

4. Acceptance of questions and requests – July 25th(Mon)~31th(Sun)

- We accept the questions and requests about the date and space in the school festival committee office (1C204). We do not accept the change of them out of this term. (see attachment)

5. Determination the date and space

- We determine the date and space, considering the application of electric power.

6. Announcement of the definitive date and space – The third meeting October 4th (Tue)

- We announce the definitive date and space to conduct the project in third project group leader meeting.

From this, we do not accept the change of the date and space.

To all projects

Announcement and correspondence of the date and space to conduct the project

We inform you how we announce the date and space to conduct your project.

We will announce it to the project group leader during the period below. Please confirm your project. However, please understand that it is provisional and it may change.

We will accept the questions and requests for the date and space during the period below. Please be careful that we do not accept requests out of this term.

If you have any questions, please tell the festival committee.

Announcement of the provisional date and space

Schedule	: July 25 th (Mon)~31 th (Sun)
Time	: All day
Place	: a bulletin board in front of 1C204

Acceptance of questions and requests

Schedule	: July 25 th (Mon)~31 th (Sun)
Time	: 11 : 25~19 : 00 ※29 th (Fri) is until 17 : 30
Place	: 1C204

To all projects

Changes about projects

If you want to change since you registered, we accept only these things.

Changeable contents

- ☐ Project name
- ☐ Group name
- ☐ Whether you make a profit or not.
- ☐ What you do.

Deadline

August 1st (Mon) 20:00

How to contact

E-mail: **info@sohosai.com**

Please write project number, group name and your name.

Notice

- ☐ We don't accept after deadline.
- ☐ Only projects do **not** first advertisement can change contents.
- ☐ Please write your project name in Japanese Hiragana character.
- ☐ If you change your contents, write down what you do in detail.
 - ×Do cooking
 - Selling cookies
- ☐ We will send e-mail to you for confirmation about changes.

To all projects

Registration of sub-leader

Please register sub-leader.

What is sub-leader

To contact with us certainly, make sub-leader. Sub-leaders must fulfill these requirements.

- ☐ Sub-leaders are University students or staff.
- ☐ Sub-leaders **can contact certainly** with cellphone or E-mail including the day of school festival.
- ☐ Sub-leaders are not project group leader of their group.

How to register

- ① make account with 雙峰祭オンラインシステム
- ② go to “副責任者を招待する”
- ③ The project group leader sends invitation-mail to the address which sub-leader registered.
- ④ Sub-leader select “受理する” and logins in 雙峰祭オンラインシステム

if you have questions, please come to “企画管理 booth “after this meeting.

Deadline

August 1st (Sun) 20:00

Notice

There is no notification about finishing registrations of sub-leaders to project group leaders.

If you can see “副責任者の登録をしてください”, you have to register sub-leader.

To all projects

Advertisement Using Posters and Flyers

Filing period of reporting what media you will use for advertisement

The festival committee divides an advertising period into three. Please confirm an applicable advertising period, before do the procedure to put up posters.

☐ First Advertisement

Reception Desk Period: July 5th~July 31th

Implementation Period: August 1st~Middle of October

☐ Second Advertisement

Reception Desk Period: Beginning of October~November 3th

Implementation Period: Middle of October~November 3th

☐ Advertising of the day

Reception Desk Period: November 4th~November 6th

Implementation Period: November 4th~November 6th

Only projects which do the procedure for First Advertisement advertise during First Advertisement.

Putting up posters/Handing out flyers

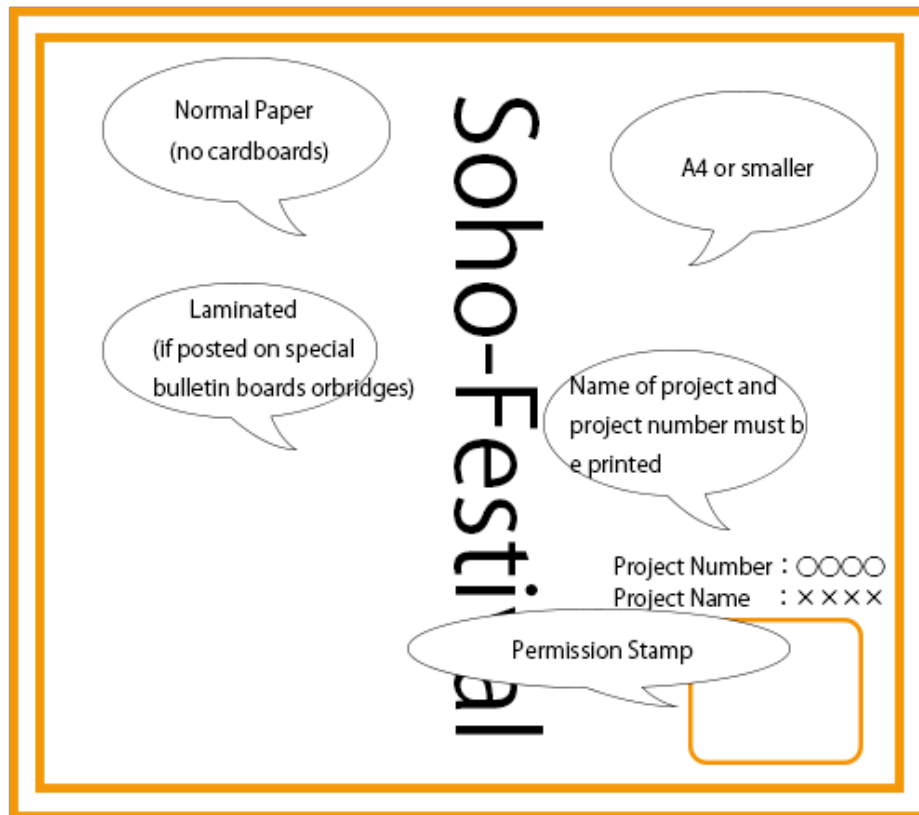
Posters and flyers will need permission from the festival committee.

Procedure of Application

Advertisement using posters and flyers at the school festival will need permission from the festival committee. Please follow the instructions given bellow:

- ① Prepare posters or flyers using plain paper.
- ② Prepare space (3cm×3cm)to stick the permission stamps in the lower right , and Write your project number and project name on it.
- ③ Bring one original and one copy of the poster/flyer to the festival committee room (1C204).
- ④ The festival committee will paste the permission stamp.
- ⑤ Receive the original copy.

Example of poster



Notice

- ☐ You may only take copies after you have received the permission stamp.
- ☐ Posters can be laminated at the Shihokai office.
- ☐ Project groups using tapes other than mending ones will be punished.
- ☐ Projects groups that want to post posters bigger than size A4 should consult the festival committee.
- ☐ Posters that are not collected by project groups will be disposed by the festival committee.
- ☐ Groups that will hand out things other than flyers must hand in the original at the festival committee room (1C204). Please follow the instructions given there,
- ☐ Although applications are also accepted on the days of the school festival, confusion can be predicted so we ask for your support to apply with time to spare.
- ☐ Groups that will order posters/flyers from companies outside can get permission stamps by data, Please email the festival committee if necessary.

Putting up posters/Handing out flyers

Posters can be put up at the places listed below. Sizes are also specified.

On windows

Distribution period: November 4th~6th

Caution: Don't put up a poster on windows hid half of itself.

Boards especially prepared for the school festival

Place: special white boards around Area1, Kasuga Area, Ichinoya Community Centers in Ichinoya/Hirasuna/Oikoshi.

Distribution period: Middle of October~end of the school festival.

Caution: **One group can put only one poster on each board.**

Boards set by the side of bridge

Place: On the special boards set by the side of bridge between Central Library and area 1, between The Matsumi-Ike and University Hall, and between The CEGLOC and 5C Building.

Distribution period: Middle of October~end of the school festival .

Caution: **One group can put only one poster on each board.**

Other Place

Distribution period : August.1st ~ end of the school festival.

Caution: If you obtain permission to put up posters beyond control of the festival committee, you obtain alone.

Flyers

Place: Everywhere in the campus other than accommodation.

Size: A4 or smaller

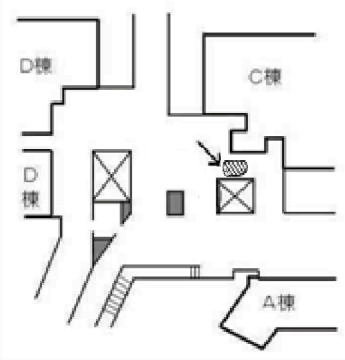
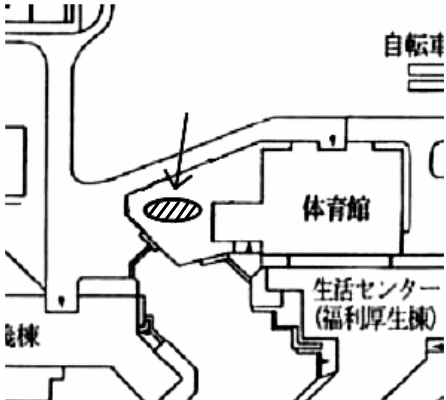
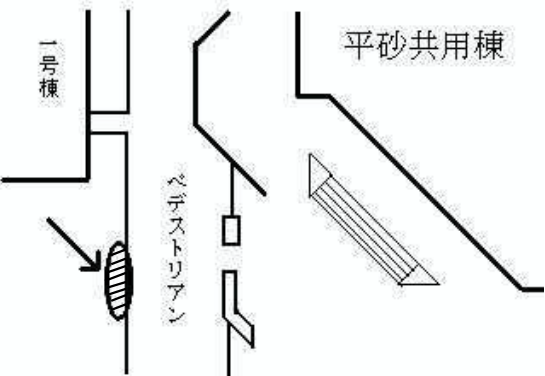
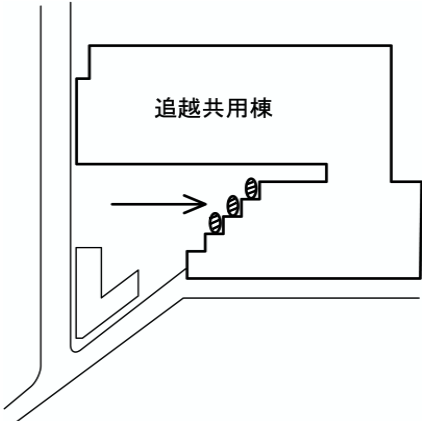
Distribution period: August.1st ~ end of the school festival.

Notice

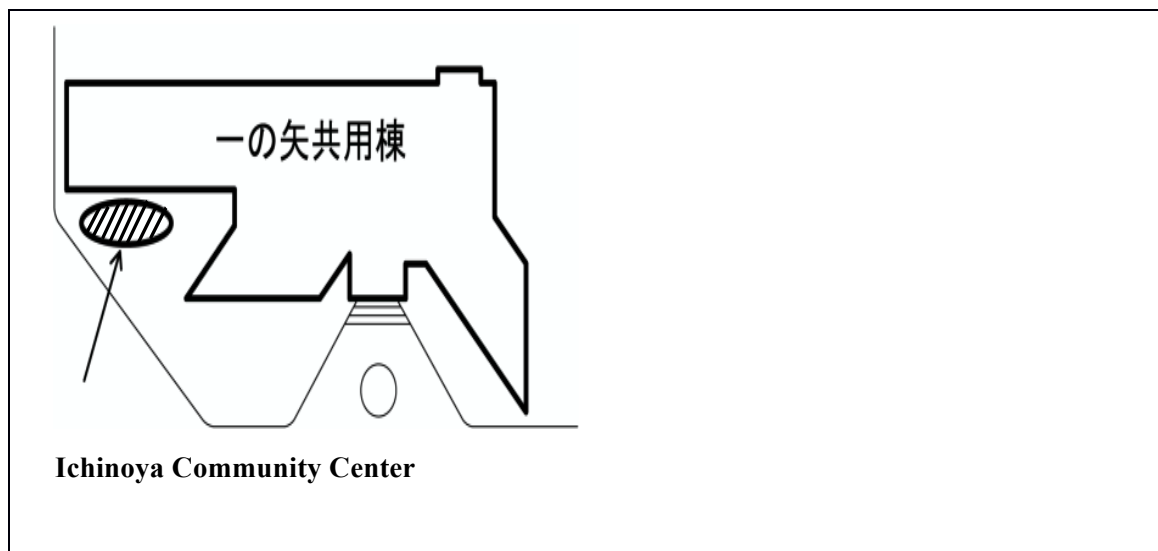
- ☐ Please do not hand out too much as they become trash.
- ☐ Please retrieve posters you put up.
- ☐ If you put up posters on the Boards especially prepared for the school festival or Boards set by the side of bridge, you use safety pushpins to put up it.
- ☐ If the festival committee discovers posters in violation of rules the festival committee setting, the festival committee retrieves it.
- ☐ When a problem occurs by posting a poster on the place decided by the festival committee, the festival committee doesn't take responsibility at all.

Places Where You Can Post Posters

Boards Put Up Especially For The School Festival

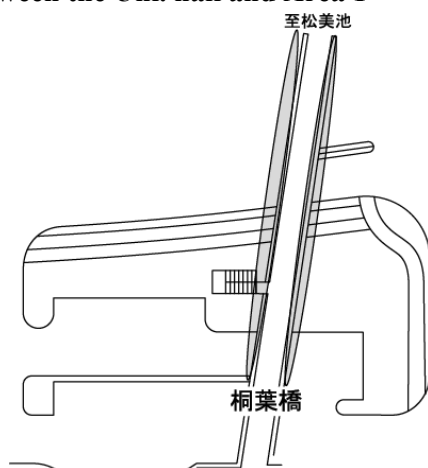
<p>Area 1</p> 	<p>Kasuga area</p> 
<p>Hirasuna Community Center</p> 	<p>Oikoshi Community Center</p> 

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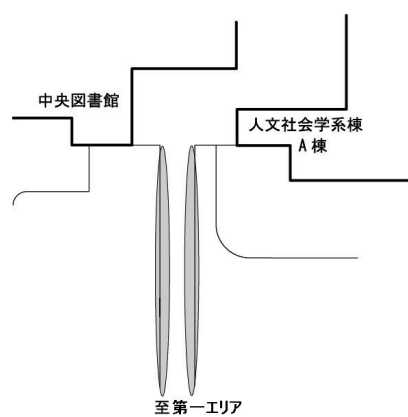


Boards Set Up Around Bridges

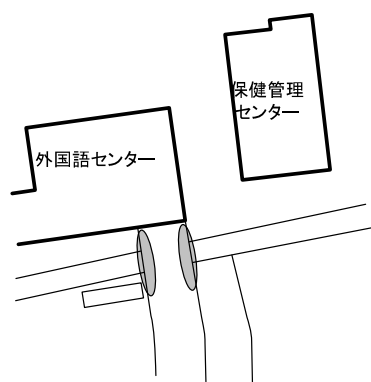
Between the Uni. hall and Area 1



Between the central lib. and Area 1



Between the Art/PE area and Foreign Language Center



Advertisement on the Internet

- ☐ Projects advertise on the Internet which without the festival committee's permission.
- ☐ Projects advertise on the Internet against public order and morals.
- ☐ Projects advertise false contents on the Internet.
- ☐ If Projects do these Advertisement, The festival committee correct for or warn .

Notice

Please do not conduct advertisements that are dangerous or may cause trouble.

※contact about advertisement: info@sohosai.com

To all projects

The system of supply for materials to projects

The system of supply for materials to projects aims to support students.

We supply materials for free.

To all projects

Materials

Materials name	Size	Upper limit
Timber	30mmx40mmx2000mm	3
Plywood	910mm×1820mm	3
Simili paper(White) 4sheets	1091mm×788mm	5sets
(Cream) 3sheets	1091mm×788mm	5sets
(Pink) 3sheets	1091mm×788mm	5sets
(green)3sheets	1091mm×788mm	5sets
(light blue)3sheets	1091mm×788mm	5sets
PPC paper 500sheets	A4	3packs
	B4	3packs
	B5	3packs
Corrugated plastic(White)	910mm×1820mm	3sheets
PP rope	5mm×30m	3sets

Date

Accepting applications :July 1st (Fri)～October 5th(Wed)

Apply :October 22nd (Sat),October 29th (Sat)

How to apply

Using by “雙峰祭オンラインシステム(Sohosai Online System)”

To projects which do not make profit.

Materials

Drawing and writing material and ink cartridge that are sold in tools and ユーズ画材(Use drawing material shop).

Date

Accepting applications :July 1st (Fri)～July 13th (Wed)

Interview :July 14th (Thu)～July 19th (Tue)

Application :August 6th (Sat)～August 7th (Sun)

☐ When you need additional application

Additional accepting application :August 8th (Mon)～September 30th (Fri)

Additional interview :October 1st (Sat), October 2nd (Sun)

Additional application :October 29th (Sat), October 30th (Sun)

How to entry

Please apply at the “tools” and “ユーズ画材(Use drawing material shop)” with the “企団給申請書 (Application of the system of supply for materials to projects)”.

Procedure of application is as follows.

- ① Choose items at the shop
- ② Ask clerk to write down the “企団給申請書 (Application of the system of supply for materials to projects)”. On the paper fulfill the column of “manufacturer names and product name, model number, unit price”.
- ③ After receiving 企団給申請書 (Application of the system of supply for materials to projects), write down necessary information.
- ④ Submit it during application period or after the first and second Group Leader Meeting to us. And then we will determine the schedule of interview.

※ Application of ink cartridge

We accept it after the first and second Group Leader Meeting. When you submit it, write down “maker, model number, name of article and how many”.

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Interview

We confirm these things.

- ☐ You don't make profit.
- ☐ You use materials to conduct your project.
- ☐ You use materials in clear way.
- ☐ You don't apply too much.
- ☐ You can accept materials in the period of supplying.

Notice

We might not supply all materials you apply.

We can't support you to carry our materials so you have to carry them by yourselves.

Others

The number of project

Your number is written in 雙峰祭オンラインシステム.

We use it very often. It is comfortable for you to memorize it.

How to contact with us

We can contact with

- ☐ 雙峰祭オンラインシステム
- ☐ Email
- ☐ cell phone

Our E-mail is from @sohosai.com.

If you set mail-filter, you can't accept our E-mail.

Deadline lists

What	Who	When
Changes of project	Do not do first advertisement	August 1 st (Mon)
Application for Electricity	Use electricity	September 1 st (Thu)
Gas	Do cooking	September 13 th (Tue)
Application for desks and chairs	All projects	September 17 th (Sat)
Stool examination and cooking ID card	Do cooking	September 20 th (Tue)
Application for rental cooking tool	Do cooking	October 1 st (Sat)
The system of supply for materials to projects	Do not make profit	Look at 22 page

The first Group Leader Meeting

Schedule

when : 18:30～

where : 1H101,1H201

※ The 8th Group Leader Meeting will be held on **November 4th** .

Second	July 12 th (Tue)
Third	October 4 th (Tue)
Fourth	October 11 th (Tue)
Fifth	October 18 th (Tue)
Sixth	October 25 th (Tue)
Seventh	November 1 st (Tue)
Eighth	November 4th (Fri)
Ninth	November 8 th (Tue)

Address

Question Booth

If you have any questions, go to 3A409 after finishing the first Group Leader Meeting.

Reference

- ☐ Our office (1C204)
- ☐ 雙峰祭オンラインシステム
- ☐ E-mail : info@sohosai.com
- ☐ TEL : 029-853-2899