Contents

1.classification of the projects

The classification of the projects

We will classify the projects as below.

Stage Projects	Projects that use UNITED stage, lawns near Matsumiike-lake, the University Hall (lecture halls or halls).
General Projects	Projects that are not classified as Stage Projects. (academic project proposals and artistic project proposals are included)

Stage Projects

Please come to 1C204 when you will use the stage.

General Projects

Place of implementation

	Cooking	Firearms	Implementing projects when raining	Implementing projects at the eve of festival celebration	Dealing in food and drink
Indoor	○	×	○	×	○
Indoor of the University Hall	×	×	○	×	×
outdoor	○	○	△(※1)	△(※2)	○

※1 You cannot sell foods and when it rains or it winds strongly.

※2 The eve of festival celebration is held at Area2 and Area3.

Academic project proposals

Academic proposals are projects that is one of the projects related to ordinary researches in Tsukuba (include the graduate school) and that the members conduct from registering to managing at the festival day by themselves. We want those presents to know the studies of Tsukuba.

The school festival committee hopes to develop academic pieces of Sohosai to enhance the academic proposal. We will welcome you if you apply not only as a circle or study but also seminar group.

Please check committee hosting projects Tsukuba Research Presentation (Ref p.25), which makes simple embarking using exhibits etc. and apply the proposals.

Favorable treatments for academic proposals

Academic projects are given some privileges as below.

☐ Leaders of academic projects don't have to attend the project leader meeting.

　※　except for cooking

☐ You can promote your project by Web site, brochure, flyer etc. (Tsukulabo-Project).

☐ You can have priority of hope for implementation schedule and venue placement.

☐ Exemption of cleaning job.

　※　In some cases, it is unavoidable due to the balances with other groups.

Tsukulabo-Project

"Tsukulabo-Project" is academic project proposals and the academic section of committee projects. We have implemented Tsukulabo-Project to strengthen public relations activities to appeal Tsukulabo's academic ability by grouping together the plan of academic content participating in the school festival from last year.

We will also carry out Tsukulabo-project this fiscal year and aim to strengthen publicity activities. The Tsukulabo's mark is shown below. Also, please also check Tsukuba Research Presentation (Ref p.25)

Artistic project proposals

During the school festival, we define the projects held at Art/PE area (5Cbuilding・6Abuilding・6Bbuilding and around them) managed by the artistic festival committee as artistic project proposals.

Artistic Festival

Artistic Festival is held as one of the projects of the school festival by projects which the artistic festival committee admitted. They will present, exhibit, sell their achievements of their daily activities.

The Artistic Festival Committee

The artistic festival committee is an organization that organizes, runs and manages the artistic festival. They mainly devise and implement projects contents, prepare publications such as posters and pamphlets, plan for signing, venue decoration, extracurricular activities, etc.

Significance of the Artistic Festival

☐ Summarize artistic projects and feature as an artistic organization.

☐ Make opportunities of exhibitions by students performing artistic activities and showcase the results of their daily activities.

☐ Opportunities for examinees to learn about activities of artistic organizations and students life.

Qualification requirements

Projects participating in the Artistic Festival must satisfy the following conditions.

☐ Projects in line with the significance of the art festival

☐ Projects members fall under the following

- A student of school of art and design
- A graduate student of Comprehensive Human Sciences (art and design)
- A teacher of school of art and design
- A student group recognized by the university which include graduates of school of art and design or graduate school of Comprehensive Human Sciences (art and design) as guest
- A student group which include members other than student of school of art and design

In some cases, it may be impossible to participate in academic project proposals. The detail information will be informed at a meeting held by the artistic festival committee. Since graduate students are treated as guests (Ref p.6), guest application is required.

How to participate

Please select "はい" in "芸術祭参加枠での参加" at Sohosai Online System, when projects registration. For projects that you wish to participate, you need to submit details of the project details to the artistic festival committee separately.

Request to project groups which wish to participate in the artistic project proposals

If you are permitted to participate in artistic project proposals, the festival committee submit **"project name, project group name, project leader's name, E-mail address of the leader" to the artistic festival committee** because you have to contact with the artistic festival committee. If you cannot accept this rule, you cannot participate in academic project proposals.

A project group which hope to participate in academic project proposals have to attend a meeting held by the artistic festival committee in addition to the project group leader meeting

※ Project group in academic project proposals which will not cook do not have to attend the project group leader meeting (except for the 1ˢᵗ and 8ᵗʰ meeting).

Exhibition projects at the Artistic Festival

All the exhibition project for each course needs to apply to academic project proposals. Preferential treatment for academic project proposals (Ref p2-3) will also be done.

Preferential treatment for artistic project proposals

☐ You can advertise your project with the artistic festival pamphlet in addition to the school festival pamphlet

☐ You can borrow decorative goods such as partitions

Contact information

If you have any questions about the artistic festival, please contact the following e-mail address of the artistic festival committee.

geijutsu2017@gmail.com

2. Qualifications to Participate

The project must satisfy all the following requirements.

☐ You must make a project group leader and a sub-leader

☐ **All** project members must be students or staff members, or guests of the university

　※ You can't propose the project with only guest of the university.

☐ The contents of an academic proposal (Ref p.2-3) must be related to the research your project group does ordinarily undertakes

☐ When you hold your projects as artistic project proposals, the contents of your projects must fulfill artistic project proposals participation condition.

Project Group Leaders

When proposing the project, you must make a project group leader and a sub-leader of your project.

Group leaders must:

☐ be a student or staff member of Tsukuba University

☐ contactable by the festival committee by e-mail or phone (including the day of the school festival)

☐ not be a group leader of another project

　※ being a sub-leader of another project is permitted

☐ can attend the project group leader meeting

Sub-leaders

To assure that the festival committee can contact with projects, you have to make Sub-leader. Sub-leader must:

☐ be a student or staff member of Tsukuba university

☐ be contactable by e-mail or phone (including the day of the school festival)

☐ not leader

When leader is teacher or professor, you have to make sub-leader student. We are going to contact with students.

Guest

We define the "guest" as below.

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not University students

not University staff

but be involved in project as a person or organization

Guests are not to be involved in cooking or selling of items, any projects that deal with money but can perform at the lecture or the stage. **Projects that is composed of only guests can't propose project**. When you make guests members of your project, choose "ゲストを含む(contain guests)" as proposing. We'll check projects containing guests at verification of projects leaders。

3. Steps of projects conduct

Flowchart of projects conduct

Projects applying for Primary Advertisement	Other Projects

Project Registration Deadline : May the 17th (Wed)	Project Registration Deadline : June the 8th (Thu)

May Verification of projects leaders	June Verification of projects leaders

July August September Project Group Leader Meeting

Implementing projects
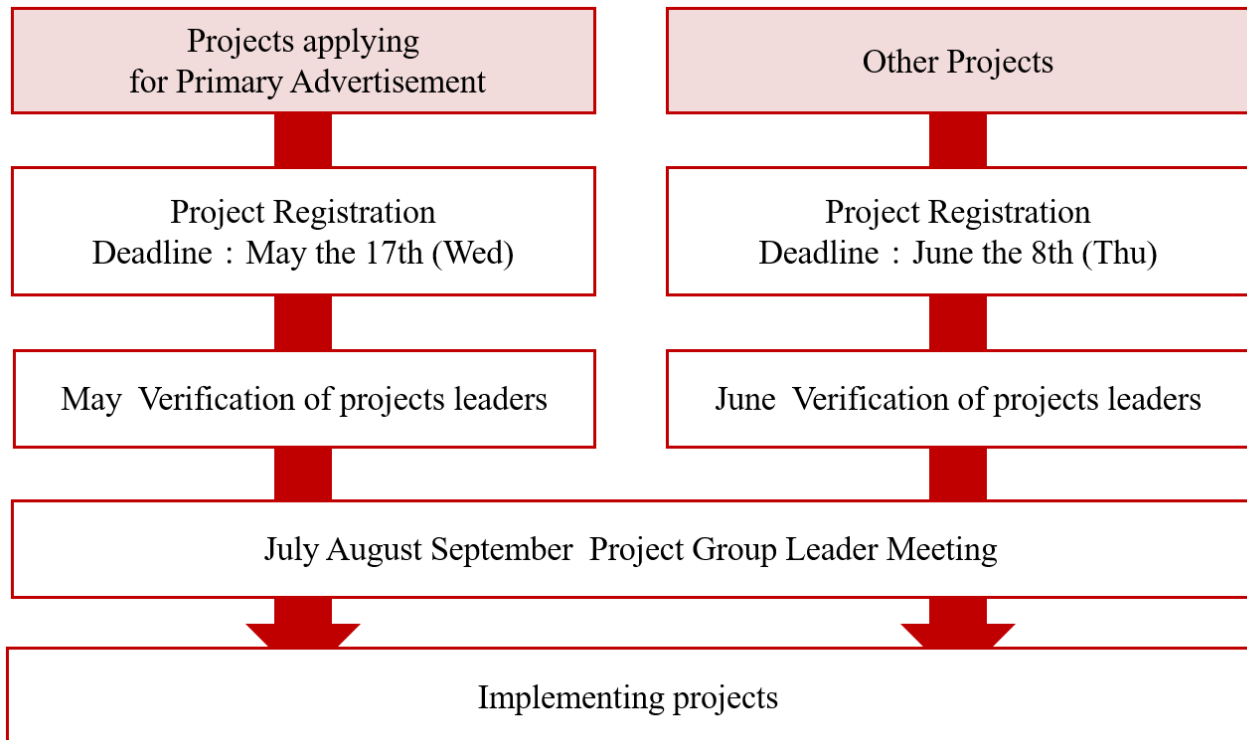
Identity verification

We will verify that the project group leader is a member of the university. If the group leader is a student, the leader has to come to the festival committee room (1C204). Then we check his student card and basic content of his project. We also confirm that the contents are related to academic activities project with group of academic project proposals. If the group leader is a faculty and staff, we check them by e-mail.

Project Group Leader Meeting

We inform the project groups of important points and distribute and/or collect essential documents at the project group leader meeting. The project group leader must attend to this meeting every time. If the group leader is unable to attend, please inform the committee or another member must substitute for him/her.

If you do not attend the meetings more than 3 times or do not meet the deadlines more than twice, your project may be canceled.

※ The group in academic project proposals which do not have a cooking (Ref p.15-17) don't have to attend the meeting.

First meeting

【Time】　July 4th (TUE) 18:30-

【Place】　1H101・1H201 (provision)

In 1H101, we will hold the project group leader meeting for the projects which **do cooking**. In 1H201, we will hold it for the projects which **do not do cooking (including the projects which do not cook but provide food and drink)**.

Fixing the date and space for conducting the project

After the first meeting, we will hold a lottery for fixing the date and space for conducting the project. We determine them with considering the application submitted at the Sohosai Online System and the result of the lottery.

If the number exceeds the number of plans that can be applied, we draw a lottery. Depending on the result, place of implementation and schedule of implementation may be subject to your request.

Second to Ninth Meeting

【Time】

Second	Third	fourth	Fifth	sixth	seventh	eighth	Ninth
July11st	October3rd	October10th	October17th	October24th	October31st	November3rd	November7th

※ You don't have to attend the ninth meeting

【Place】　1H101、1H201(provision)

For the details, we will inform them at the first meeting.

4.indoor conducted projects

If you would like to conduct the project indoors, you need to select "屋内 (indoors)" at "企画実施場所 (the space to conduct the project)" when registering the project.

You have to answer whether to make a loud volume, whether to use the waiting room (a classroom to use as a waiting room other than the classroom to conduct the project), projects conduct at a fixed classroom (a classroom where a desk and chair are fixed and can not be moved such as 1H201). If you have any requests please fill in "特記事項 (remarks)" to that effect.

※ Request may not pass

The time for conducting the project

準備：Preparation
撤収：Removal
企画実施時間：The time for conducting the project

Preparation day　：November 3rd (Fri)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	準備								撤収	
Area1	準備								撤収	
University Hall Area	準備							撤収		
Art/PE Area	準備								撤収	

Day1：November 4th (Sat)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	企画実施時間(10:00～19:00)							撤収		
Area1	企画実施時間(10:00～19:00)							撤収		
University Hall Area	企画実施時間(10:00～18:00)						撤収			
Art/PE Area	企画実施時間(10:00～19:00)							撤収		

Day2：November 5th (Sun)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	企画実施時間(10:00～17:00)					撤収				
Area1	企画実施時間(10:00～17:00)					撤収				
University Hall Area	企画実施時間(10:00～17:00)					撤収				
Art/PE Area	企画実施時間(10:00～16:00)				撤収					

The place to conduct

Area 2, Area 3

2A Building・2B Building・2C Building・2D Building・2E Building・2H Building
3A Building・3B Building

Area 1

1B Building・1C Building・1D Building・1E Building・1HBuilding

Area University Hall

Conference room etc.

Art and Physical Education Area

5C Building・6A Building・6B Building

Another space

You need to consult us when you hope to use other spaces (the spaces except Area 1&2, Area 3, the University Hall or Art and Physical Education Area) to conduct the project. We will deal with each situation individually.

Projects conducted in the University Hall

General projects conducted in the University Hall have to use meeting rooms or other rooms in the University Hall. **Also, they have to attend the Project Group Leader Meeting.**

If you use the University Hall, you must follow the "筑波大学会館規定 (University Hall Provision)","筑波大学会館の利用に関する要項 (Requirements when using University Hall)" and "筑波大学会館利用心得 (University Hall understanding of usage)",As eating and drinking is prohibited, you cannot sell cooked or cooked goods. Projects which make a loud voice cannot use meeting rooms or other rooms in the University Hall for a balance between projects using the stage in the University Hall.

5.outdoor conducted projects

You may only conduct projects under tents or roofs. You cannot cook and sell foods outdoors in rainy and/or windy weather. However, you can do it if you belong to indoor conducted projects.

If you would like to conduct the project outdoors, you need to select "屋外 (outdoors)" at "企画実施場所 (the space to conduct the project)" in Sohosai Online System when registering the project. If you have a hope about the schedule and/or the space to conduct the project, you apply it at "空間希望調査". If you will make a loud voice (chorus, performance etc.), fill it in remarks column.

If the number of the projects conducted indoors is few, **there may be some cases that we ask some projects to change their projects conducted outdoors into those done indoors** when we determine that their projects which they hoped to conduct outdoors can be changed into those done indoors. And, if the number of the projects conducted outdoors is above the limitation, there are some cases that we ask some projects to change into the projects conducted indoors without considering the project concepts.

The time for conducting the project

準備：Preparation

撤収：Removal

企画実施時間：The time for conducting the project

Preparation day ：November 3rd (Fri)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	準備			企画実施時間(10:00～19:00)					撤収	
Area1	準備								撤収	
University Hall Area	準備								撤収	
Art/PE Area	準備								撤収	

Day1：November 4th (Sat)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	企画実施時間(10:00〜20:00)								撤収	
Area1	企画実施時間(10:00〜20:00)								撤収	
University Hall Area	企画実施時間(10:00〜19:00)							撤収		
Art/PE Area	企画実施時間(10:00〜19:00)							撤収		

Day2：November 5th (Sun)

	10:00	11:00	……	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Area 2, Area 3	企画実施時間(10:00〜19:00)							撤収		
Area1	企画実施時間(10:00〜18:00)						撤収			
University Hall Area	企画実施時間(10:00〜16:30)				撤収					
Art/PE Area	企画実施時間(10:00〜16:00)				撤収					

The place to conduct

第二・第三エリア　Area 2, Area 3

第一エリア　Area 1

1Ｃ棟周辺エリア

Charcoal fire use

松美池周辺エリア　Matsumiike-lake

大学会館エリア　University Hall Area

体芸エリア　Art/PE Area
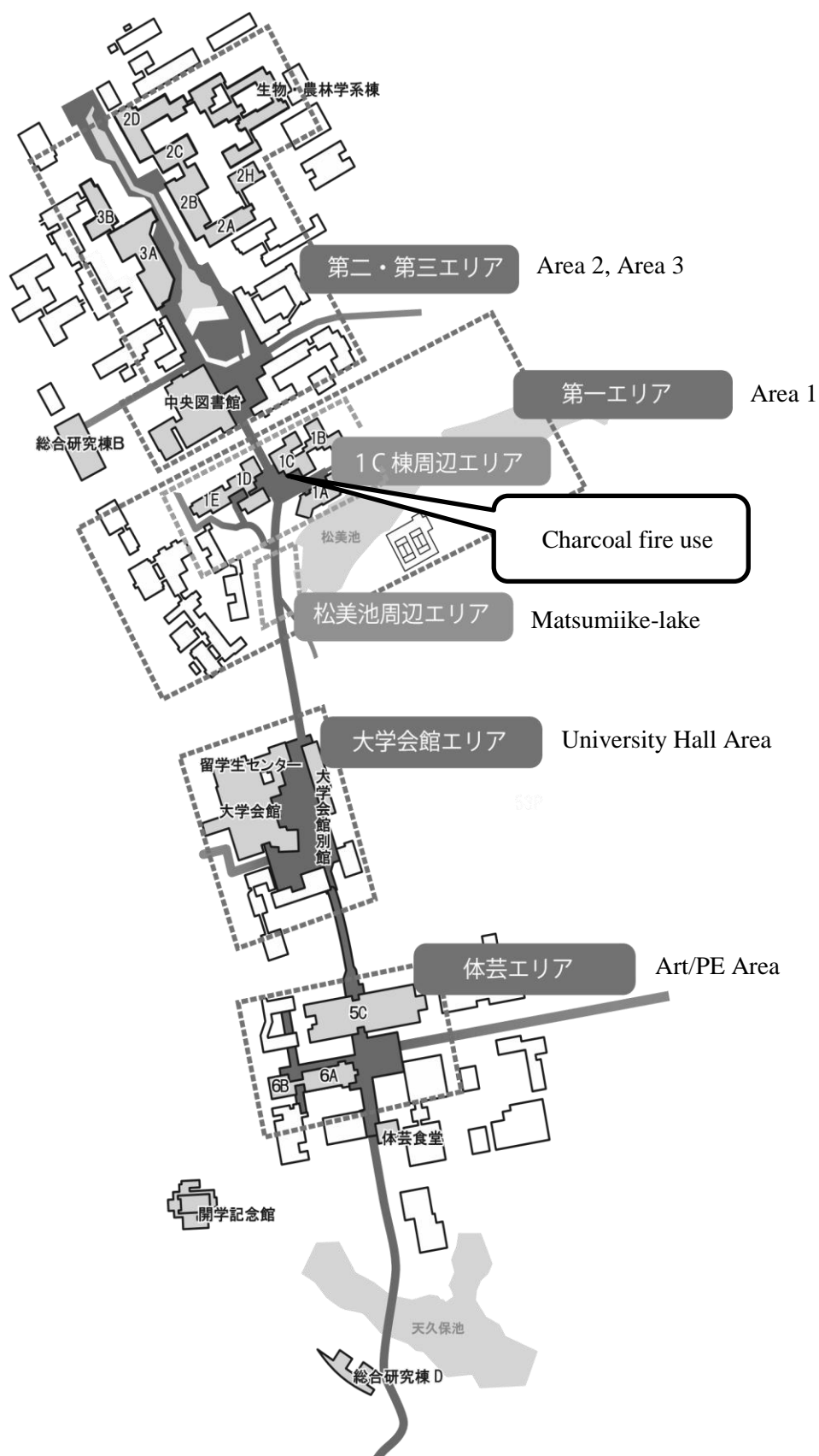
6. Indoor-Outdoor Shared Requirements
(Except for projects inside the University Hall)

Food Allergen Labeling Obligation

In recent years, due to the increasing number of people suffering from allergic reactions against specific food products, it has become necessary to provide accurate information concerning the possible allergens contained in food products. Therefore, Project Groups are also bound to the Food Allergen Labeling Obligation. The objective of this labeling is to ensure the safety of most of the people present during the festival by providing the necessary information for those allergic to some food products. The obligation to display is "milk, egg, wheat, soba, peanut, crab and shrimp" which is regarded as 7 specified raw materials.

Handling of Food and Beverages by No-Cooking Projects

From this year on, it is mandatory for cooking projects to submit an application with the products that could cause allergies. Moreover, to ensure the safety of those present during the school festival, No-Cooking projects are asked to submit the allergy products application for the food products to be handle (Selling of unopened packed food)

Cooking

Cooking definition

According to the Festival Committee, COOKING during the School Festival is defined as follows:

> Exposure of food and beverages to the air or the processing of these before selling or serving them to the customers

Therefore, the following actions are considered to be COOKING.
- ☐ Pouring beverages to a container (glass, cup, etc.)
- ☐ Opening of pre-made packed products as snacks, sweets and the like
- ☐ Heating up food
- ☐ Buying ingredients and preparing food

Consequently, buying packed ready-made goods and providing them without exposure to the air, is not consider as COOKING.

Food Hygiene

Regarding the management of food hygiene, the Festival Committee, by instructions of the health center, asks the Cooking Projects Groups to respect the following measurements. We ask for your comprehension.

Precautions for Cooking

☐ Prohibition of specific products and cooking methods

From a sanitary point of view, the products and cooking methods listed below have been prohibited by the health department.

* Bold points are either new or changes from last year so please be careful

- Onigiri (Onigirazu)
- Mochitsuki
- Inari Sushi
- Sandwich
- Unheated/Raw Food products (Salad, Sashimi, etc.)
- Using Blenders and/or Shakers Outside
- Processing food by customers (Soba-making experience)
- **Smoothie**

☐ Cooking outside the determined places inside the university the day of the School Festival is prohibited

☐ Except for ready-made products, the last step of the cooking process should be heating

☐ In case of cooking, the Cooking ID Card (Ref. p.17), a bandanna (triangular handkerchief) and an apron must be worn all the time.

☐ In case of using mixers more than 3 must be used, and in the case of shakers more than 6 must be used to cook.

※ In case the health center founds a problem regarding the cooking place or cooking method, together with the Festival Committee changes may be requested, and depending on the situation there is the possibility of not receiving permission to carry out the desired project.

Precautions concerning indoor cooking

☐ Only the projects that meet all the conditions below can be done
- Cooking without fire (Induction cooking stove or hotplates can be used instead)
- Cooking that doesn't produce smoke
- Cooking that doesn't emit strong smells

☐ There is a limit to the amount of electricity that can be used with electrical cooking devices.

Precautions concerning outdoor cooking

☐ Cooking and serving must be performed inside the tent or under the eaves (depending on where the project is located)

☐ In case the Festival Committee judges rainy weather or strong wind conditions, all cooking and food sale must be suspended.

Charcoal fire use

Projects using charcoal fire can only be carried out in the area surrounding the building 1C. In case of being a project group desiring to use charcoal fire, it **is necessary to assist the charcoal fire orientation.**

〈Charcoal fire orientation〉

【Day】　June the 14th (Wednesday)　18:30～

【Place】　1C210 (plan)

Procedure in case of Cooking

Determination of cooking items

Please submit a list of the concrete cooking items to be used through the Sohosai Online System.

※　In some cases, after consultation with the health center, permission to use things that follow under the prohibited cooking products and methods category (Ref p.16) may be granted.

Deadline：**June the 15th (Thursday)**

Documents for Submission

The bacterial test (stool examination) and the documents needed by the Health Center will be handed and collected during the Project Group Leaders Meeting in order to be submitted all at once. Please submit all these during the established period.

The Cooking ID Cards will be handed during the Project Group Leaders Meeting to those that got a negative result for the bacterial test. At the same time a nameplate is also handed, please insert it inside the Cooking ID Card and copy of your student card and wear it in a visible place when cooking.

7. Common Requirements for all Projects

Prohibitions

In order to achieve a safe and smooth School Festival this year, the actions listed below are prohibited. Please read them thoroughly. Further details and complementary information regarding the prohibitions will be provided during the 1st Project Group Leaders Meeting.

Measurements will be taken, including suspension of the project, against those Project group that fail to respect this rules. The School Committee will not take responsibility for any loss that could occur as result of a Project suspension.

General

☐ To go against public order and morals

☐ Any action that damages the spirit and environment of the university as educational institution.

☐ To endorse or critic any specific political party or religion.

☐ To damage or to lose facilities and equipment

☐ Recruiting for groups and organizations

☐ Fund-raising activities

☐ Self-advertisement by outside groups without the Festival Committee permission

☐ Offensive Project names and contents

☐ Project operation done just by the customer

☐ The participation in projects of people not associated with the university (students, staff, etc.)

☐ Ambulant vending (sell food while carrying it around)

☐ Delivery

☐ To receive sponsorship without applying for it

☐ To use wireless devices (radio) not applied for

☐ To use fire for other purposes rather than cooking

☐ To use electricity without applying for it

☐ To enter the festival with an unauthorized vehicle (car, bicycle, motorcycle, carts, etc.)

☐ Any action that could endanger the safety of the Festival

Alcohol Handling

☐ To bring in alcohol not submitted in the application to the School Festival.

☐ To sell or provide alcohol to those attending the School Festival.

☐ To operate a project under the influence of alcohol.

☐ To use alcohol for reasons other than the ones submitted

☐ To use alcohol for unpermitted reasons.

Cooking

☐ To cook without having and Cooking ID card

☐ To cook in a date outside from the one designated by the Festival Committee

☐ To cook outside of the designed areas

☐ To use charcoal without applying for it

- ☐ To cook or sell food when the Festival Committee has declared rain or strong wind conditions
- ☐ To use ingredients not submitted in the documents presented to the Health Center

- ☐ Advertisement activities (hand out pamphlets, bulletins, internet publicity like twitter and others) not authorized by the Festival Committee
- ☐ Any advertisement activity that causes trouble to other projects, customers and university staff
- ☐ Any advertisement that could damage or get dirty the university property

Handling Alcohol

We prohibit bringing in alcohol not submitted in the application to the School Festival, selling or providing alcohol to those attending the School Festival, operating a project under the influence of alcohol, and misleading them. Application is also required for non-alcoholics(including 甘酒 etc.). Please refer to the following for the standard of judgment

Alcohol	The alcohol content is 1% or more	**registration required**
Non-alcoholic	The alcohol content is less than 1%	**registration required**
Another	The alcohol content is 0%	**No** registration required

Handling Fire

This year, the handling of fire is bound to the following restrictions.

Indoor Project	Prohibited
Outdoor Project	Use beside cooking is prohibited

However, after consulting with the Student Affairs Department of the University, under some conditions permission may be granted. In case on applying for an exceptional use of fire, please fill it in the "remarks" section of the application when performing the inscription of the Project.

Electricity

There is a limit to the amount of electricity that can be supplied. Even if you request for some electric devices to be used during the day of the School Festival, it doesn't mean that all of them will be approved, we ask for your comprehension.

Electricity use for Indoor Projects

For indoor projects, there is an electricity use limit of 1600W per project. You did not have to apply for electricity at the University Hall every year, but you have to apply for electricity when you use electricity device this year.

Large amounts of electricity use

In case there is the possibility of surpassing the electricity limit per project, please submit the "**大電力申請** (Large amount of electricity application)" during the Project inscription through the Sohosai Online System, at this point please fill out the amount of electricity that will be needed in the "特記事項 (remarks)" section of the form. Please take in consideration that filling this application doesn't necessary means that all the requested amount will be approved.

Electricity use for Outdoor Projects

The use of over 400W of electricity by one project is not permitted due to limit in the amount of electricity that can be supplied. Therefore, even if is only one device, if it surpasses the 400W amount, its use will not be approved (E.g. Microwave ovens, IH stoves, Rice cookers, etc.). Furthermore, in case of a shortage in the amount of electricity that can be supplied, there is the possibility of not receiving permission even if the amount is less than 400W. In case of only using the warming function of the rice cookers, permission for its use may be granted.

Use of Heaters

Due to the limit of electricity that can be supplied, heaters cannot be used both indoor and outdoor. Moreover, air conditioner equipped in the classrooms cannot be used. However, in case the School Festival Committee judges it to be necessary for the project, permission may be granted. If you wish to use it unavoidably, fill in the special notes and consult the school festival committee.

Use of Power Generators

Because there is the risk of causing a fire, power generators are prohibited indoors. Outdoor projects may also not receive permission for its use. In case of desiring to use a power generator, please fill out the "**発電機申請** (Power Generator Application)" during the project inscription at the Sohosai Online System.

Examples of maximum electric power consumption (wattage)

These examples are based on the wattage of electrical devices requested in the past. Please confirm the actual wattage of the device to be used before submitting the application. Yet, even if the submitted device is one of the listed below, there is the possibility of not obtaining permission for its use.

Microwave oven	Electric Kettle	Rice cooker	Refrigerator
900W	1000W	600W (Warming func 50W)	500W

Advertisement activities

In case a project group is doing any kind of advertisement, it is necessary to get authorization beforehand. In order to ensure a smooth management of the School Festival, the Festival Committee has stablished some prohibitions and regulations.

Definition of Advertisement activity

This year, ADVERTISEMNET ACTIVITY is defined as follows.

Any action that informs about a project's content to people both inside and outside the university

Advertisement Classification

Project advertisement is divided into Primary Advertisement, Secondary Advertisement and Advertisement during the Festival. For all these three kinds of advertisement, there are different periods and content that they can be used for, and different application deadlines. Please submit the application for all the distinct types of advertisement desired to perform. Further details will be given during the Project Group Leaders Meeting.

Primary Advertisement (Advertisement done since August)

【Application period】　　　July the 4th (Tuesday)〜July the 18th (Tuesday)

【Advertisement period】　　August the 1st (Tuesday)〜Mid-October

※　Projects that desire to perform Primary Advertisement, are required to register the project before May the 17th (Wednesday)

Secondary Advertisement (Advertisement done weeks before the School Festival)

【Application period】　　　Beginnings of October　〜November the 2nd (Thursday)

【Advertisement period】　　Late October　〜November the 2nd (Thursday)

Day of the Festival Advertisement (Advertisement performed during the School Festival)

【Application period】　　　Beginning of October　〜November the 5th (Sunday)

【Advertisement period】　　November the 3rd (Friday)〜November the 5th (Sunday)

Prohibitions

The advertisement of projects is bounded to the following prohibitions. In case a project is found to have broken any of these, they become subject to a warning and suspension of the project.

☐　Advertisement that go against public order and morals

☐　To advertise outside of the designed periods

☐　To perform an Advertisement activity not approved by the School Festival Committee

☐　To not follow the regulations designed by the School Festival Committee

Any other action not mentioned above that can be considered by the Festival Committee as inappropriate, will also be consider as reason for warning or suspension of the project.

Sponsorship

According to the Festival Committee, SPONSORSHIP during the School Festival is defined as follows:

> Any transaction that results in a project group receiving support by an outside party (company, etc.) in exchange of providing publicity for this third party

In addition to this, Sponsorship is classified and regulated as the following 2 categories.

Monetary Sponsorship

Monetary Sponsorship is for a Project Group accepting monetary support from an outside party in exchange of providing publicity for this third party. It is **strictly prohibited** for all projects to accept monetary sponsorship.

Equipment Sponsorship

Equipment Sponsorship is for a Project Group to receive support in the form of equipment in exchange of providing publicity for this outside party. In case of receiving Equipment Sponsorship, please check "物品協賛を行う(receive equipment sponsorship)" at Sohosai Online System "協賛 (sponsorship)" section. In case of receiving Equipment Sponsorship not submitted in the application, it could lead to the suspension of the project. Moreover, until receiving permission from the festival committee, please refrain from agreeing to any kind of Equipment Sponsorship.

In case of receiving an Equipment Sponsorship, the advertising methods must follow the regulations of the Festival Committee. Further information will be given during the Project Group Leaders Meeting

Wireless radios

For the correct management of the School Festival, the Festival Committee uses communication devices such as wireless radios and microphones. Because there is the possibility of crossing lines between the Committee and the projects, the use of wireless radios without permission is prohibited. Further information regarding the permission for radios, will be explained during the Project Group Leaders Meeting.

Project Group Articles Supply System (PGASS)

Objective

The objective of the PGASS is to provide the projects with certain articles that will help improve the quality of the project and consequently gain the spectators interest and cheer up the School Festival.

For all Project Groups

Articles

Article name	Size	Limit
Rectangular Timber (Wood)	30mm×40mm×2000mm	2
Plywood	910mm×1820mm	2
Simili Paper White 4 sheets	1091mm×788mm	3 sets
Cream 3 sheets	1091mm×788mm	3 sets
Pink 3 sheets	1091mm×788mm	3 sets
Green 3 sheets	1091mm×788mm	3 sets
Light Blue 3 sheets	1091mm×788mm	3 sets
Recycle PPC paper 500 sheets	A4	2 packages
	B4	2 packages
	B5	2 packages
Office color paper Yellow	A4	20 sheets
Orange	A4	20 sheets
Orange	B5	20 sheets
Thick color paper Greenish brown	B4	20 sheets
Plastic cardboard(white)	910mm×1820mm	2 sheets
PP rope	5mm×30m	2

Date

【Application period】   June the 30th (Friday)～October the 4th (Wednesday)

【Supply date】   October the 21st (Saturday) ・ October the 28th (Saturday)

Application Method

Submit the application through the Sohosai Online System

Projects not performing monetary transactions

Articles

Art supplies and stationery (articles handled at "tools" and "ユーズ画材", and ink cartridges)

Date

【Application Period】   June the 30th (Friday)～July the 12th (Wednesday)

【Interview】   July the 13th (Thursday)～July the 18th (Tuesday)

【Supply】   August the 5th (Saturday) ・ August the 6th (Sunday)

submitting an additional application

【Additional application period】　　　　August the 7th (Monday)～September the 29th (Friday)

【Additional Interview】　　　　　　　　September the 30th (Saturday)・October the 1st (Sunday)

【Additional Supply】　　　　　　　　　October the 28th (Saturday)・October the 29th (Sunday)

Application Method

Please apply from the articles available at "tools" and "ユーズ画材" starting from May the 1st using the 企団給申請書(PGASS Application Form). Articles from other stores besides this 2 don't apply.

The Application process is as follows

① Select the desired article at the store and ask the store employee to fill out the "メーカー名・商品名・型番・単価 (Manufacturer, Article Name, Model Number, and Unit Price)" columns of the PGASS application form.

② After receiving the PGASS application form, check out for any errors in the article list and fill out the "必要事項 (necessary items)."

③ During the stablished application period please submit the form at the School Festival Office (1C204) or after the 1st and 2nd Project Group Leaders Meeting at the 企団給ブース(PGASS booth). Is at this point where the interview date is decided so please make sure is the Project Group Leader the one submitting the application.

※ Ink Cartridge Application

The application will proceed at the end of the 1st and 2nd Project Group Leaders Meeting at the 企団給ブース(PGASS booth). Please confirm the "メーカー名・型番・品名・個数 (Manufacturer, Model Number, Product Name, and Quantity)" before approaching the PGASS booth.

Interview

During the interview, we will confirm the following points.

☐ If the project doesn't involve any monetary transaction

☐ If and how the applied articles will be used during the project or for the preparation of the project

☐ If the way using the applied articles is clear

☐ If there is no excess in the quantity of articles applied for

☐ If the Project Group will be able to receive the articles during the stablished period

Cautions

Submitting the application doesn't necessary means we will be able to supply all of the articles applied for. In case of surpassing the budget of the Festival Committee, the number of articles supplied to each project will be adjusted, and the final number will be informed through the Sohosai Online System.

At the moment of supply, the Project Group is required to prepare enough people transport means to carry all the articles at once.

8.Committee Project Guidelines

Tsukuba Research Presentation

Project outline

This project is the committee which show activities of research institutes outside or inside of the university. We will gather exhibitions from participating groups in one place and conduct experiments and demonstrations. You can easily show them compared with academic project proposals. The members of the participating groups do not have to stay the place of implementation because we manage the exhibits. We are also looking for participation of research by general corporations outside the university from this fiscal year.

Differences from academic project proposals

☐ We mainly advertise this project as the committee project.

☐ We will set up the venue and manage exhibits.

　※ Participating groups are responsible for the exhibits.

☐ The members of the participating groups don't have to stay the place of implementation.

☐ You cannot join the committee project "Sohosai Grand Prix 2017".

☐ You cannot receive PGASS (Ref p.22-24).

How to apply

Please write "group name, leader's name, presentation contents, contact information, questions" and contact the following e-mail address by **6/1 (Thu) 23:59**.

info@sohosai.com

Notifications

☐ We will contact with you mainly by e-mail.

☐ Tsukuba Research Presentation will be held at a classroom in Area 3.

　※ We will send e-mail after the place is decided.

☐ Some lottery or adjustment may be done if the number of participating groups exceeds the prescribed number.

Sohosai Grand Prix 2017

Project outline

This committee project is to honor the most popular projects for visitors among all the projects participating in the school festival. We will explain to you this project in detail at the 2nd project group leader meeting (Ref p.8).

If you want to join this committee project, choose from 3 department (see below) and apply for participation in Sohosai Online System at project registration. If you do not join this project, choose "参加を希望しない".

Project details

- ☐ Choose from sales department, academic department, performance department.
- ☐ We ask visitors to vote in school festival.
- ☐ We honor the good projects at post of festival celebration and award them a prize.
  - From among the projects with a large number of votes, we select outstanding prize and fighting award in each department and honor them.

Department introduction

If you want to join this project, you must choose from these 3 departments.

- ☐ Sales department　　　　　: projects which cook or sell something
- ☐ Academic department　　　: academic projects which exhibit, perform or have a presentation
- ☐ Performance department　　: projects which have some performance

Hall of Fame system

Hall of Fame system is a new system that begin this fiscal year.

We certify the project group which has won the outstanding prize for the second consecutive year and honor the group with the Hall of Fame. Also, as a supplementary prize, we will give preferential treatment in PR advertisement. However, we urge you to decline participation in Sohosai Grand Prix of this year. You can join Sohosai Grand Prix the next fiscal year again.

Through this system, we would like to propose the project group which win the Hall of Fame as a project unique to Sohosai from this fiscal year.

Please contact the following e-mail address if you have any questions.

info@sohosai.com

Tsukuvariety

Project outline

It is a committee project to challenge each team on the subject such as quiz and Okiri at UNITED Stage during the eve of festival celebration. We will give a lot of points to the team who answered more correctly and the team who answered full of humor and decide the ranking. We give special goods to the top team.

Tsukuba University students who is belonging to all the project groups participating the school festival can join this project. We will explain to you the detail such as how to apply at the 1st project group leader meeting (Ref. p.8). Also, we decide participating groups under the judgement of the festival committee if the number of participating groups exceeds the capacity.

※　Only one team can join this project from one project group.

※　Volunteer group who does not have a project cannot join this project.

How to apply

Please write "group name, leader's name, presentation contents, contact information, questions" and contact the following e-mail address by **7/18 (Tue) 23:59.**

info@sohosai.com

9.Project Registration

【Recruitment Start】

> **May the 1ˢᵗ (Monday) 13:00**

【Recruitment Deadline】

> Projects applying for Primary Advertisement (Ref p.21)
>
> **May the 17ᵗʰ (Wednesday) 20:00**
>
> Other Projects
>
> **June the 8ᵗʰ (Thursday) 20:00**

※　After the deadline is over no more registrations will be accepted

Project Registration Method

The registration process will occur through the Sohosai Online System.

Change after project registration, withdrawal from participation

We accept your change after project registration, withdrawal from participation by e-mail. However, it may not be able to be accepted depending on the case of major change or the timing.

If you want to change your registered content, send "project number, project's name, the leader's name, contents to change" by e-mail. If you want to withdraw from participation, send "project number, project's name, the leader's name, abandoning your project" by –email. The procedure will be completed with our contact.

Project Recruitment Information Session

At this meeting the Festival Committee will explain the contents of this booklet, the process until the Project Registration period, and how will the festival be hold during the School Festival Day. The presence at this meeting is voluntary but we suggest your assistance.

In case of participating, **please bring the Important Points for the General Projects Recruitment (The present Booklet).**

Place and Time

【Time】 May the 9th (Tuesday)　18:30～(planned)

【Place】 Information Session 　　: 1H101

　　　　Q&A Booths 　　　　: 1H201

　　※ In case of having any doubt concerning the contents of this booklet, please approach the Q&A booths

List of Applications after registering the project

The following applications must be submitted before the 1st Project Group Leaders Meeting

Application name	Deadline	Outline
List of cooking items 調理品目申請	June the 15th (Thursday)	What are the items to be cooked (for Cooking Projects)
Charcoal fire application	Beginning of July	If using charcoal fire It can be submitted after the Charcoal Fire Orientation (Ref p.17)

10.Others

Approval from University

We have to submit documents to 全代会 and University, so please acknowledge the followings.

☐ We might confirm whether the contents you submitted to us are correct or not.

☐ If 全代会 or University ask you to change projects, you need to reexamination with us.

☐ You cannot advertise (ref p.21-22) until University approves.

　※　You need approval of advertisement from us.

☐ Depending on the project content, there are occasions when asking for submission of detailed project documents.

Privacy policy

The Festival Committee will store the personal information strictly, never leak it to a third person. Also, the personal information will not be used except the following purposes without the project leader or sub leader's agreement.

☐ For contacting or adjusting from the Festival Committee.

☐ For making the plan to hand out to the university and 全代会.

☐ For making statistical data that individuals or projects will not be identified.

For those purposes mentioned, the personal information such as the name, and college of the project leader and the sub leader, will be inquired with the person.

Also, for the following cases, the personal information of the project leader and the sub leader may be released to a third person.

☐ When the festival committee hands out the plan to the university and 全代会

☐ When getting requests with liability from judicial branch or administrative branch

☐ When getting requests from the university based on the school rules

The personal information will be stored strictly at the school, and will not be used or released for the purpose not mentioned.

11.Sohosai Online System

Sohosai Online System is a Web system for smoothly proceeding various applications and communication between the school festival committee and project groups. Information such as the contact information of the group leader or subleader will not be disclosed to the person in charge the school festival committee unnecessarily.

All applications are done on this system in principle. The group leaders and subleaders must register in this system.

How to register

You can register in Sohosai Online System by media which can use Web browser such as PC, tablet terminal, smartphone.

Please visit the specified web page from the following URL or QR code or click on the link on "企画・学内の方へ>雙峰祭オンラインシステム"(project group, students or staff members in Tsukuba University>Sohosai Online System) on the Sohosai Official Website.

http://www.sohosai.tsukuba.ac.jp/sos/

Please follow the instructions on the displayed page, enter necessary information and register.

Some media such as blackberry or feature phone full browser (PC browser) may not operate properly. In that case, please consider using other media and Zengaku Computer.

Notifications on account creation

Those who registered their account at the school festival last year must also register again.

The group leader and the subleader need to create separate accounts, respectively. You cannot share the same account.

E-mail address upon registration

Sohosai Online System is a web system for students, staff member of Tsukuba University

To confirm that you are those, the e-mail address you enter for registration is limited only to ending in tsukuba.ac.jp Please register with the university's email address. In addition to @u.tsukuba.ac.jp and @s.tsukuba.ac.jp, if you have your colleges' email address, you can also register with those email addresses.

Also, if you change your e-mail address after registration, you can use a mail address other than tsukuba.ac.jp. We may make important contacts with registered e-mail addresses. Those who cannot normally see the university's email so as not to overlook important contacts should consider changing to the e-mail address you normally check after registration.

Contact information

If you have any questions about Sohosai Online System, please contact the back-cover mail address.