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SOHO Festival

Greetings from the Chairperson

I am Daiki Nagata, chairman of the University of Tsukuba Executive Committee of University Festival. Thank you for considering our project for the University of Tsukuba's school festival "SOHO Festival".

Last year, the SOHO Festival successfully held its first full face-to-face event in four years, and overcame the great adversity of its cancellation due to the spread of the new coronavirus to make a full comeback. And this year marks the memorable 50th anniversary of the event. The SOHO Festival has been the University's largest cultural festival for half a century, and the SOHO Festival Committee is committed to continuing this tradition and passing it on to the next generation.

The SOHO Festival is held in Tsukuba, a city far from the city center, and yet it attracts approximately 30,000 visitors every year. We believe that one of the reasons why the SOHO Festival attracts so many people is because of the elaborate planning by the students, faculty and staff. Therefore, we would like to ask for the help of all students, faculty and staff in order to attract more visitors to the SOHO Festival this year again and to show the attractiveness of our university. We hope that you will fully display your individuality and energy at the SOHO Festival and let people outside the university know the charm of our university, which has been passed down and nurtured over the past 50 years.

I also believe that the SOHO Festival is a place not only to transmit the traditions that have been handed down from generation to generation, but also to create a new future. We hope that through the SOHO Festival, you will discover the charms of our university and Tsukuba, which you may not have noticed before, and through building new connections with people, you will be the bearers of the next Tsukuba culture.

Finally, the SOHO Festival is more than just an event; it is a symbol of the unity and creativity of the University of Tsukuba community. The festival is made possible by the enthusiasm and efforts of all those involved in the SOHO Festival. We would appreciate your understanding and cooperation with our committee to ensure the smooth operation of this SOHO Festival.

We sincerely look forward to building a wonderful SOHO Festival together with you.

Purpose of the SOHO Festival

This year, the University of Tsukuba Executive Committee of University Festival (hereinafter referred to as the "Executive Committee of University Festival") will carry out the overall management of the University of Tsukuba School Festival with the following objectives.

The University of Tsukuba, with its diversity in both academics and culture, will provide an opportunity for each student and various organizations to communicate their appeal both inside and outside the university, to reaffirm the value of the traditions and culture that have been passed down through the 50 SOHO Festivals, and to create a future vision for the future of Tsukuba.

School Festival Schedule

This year's school festival will be held on the following dates



SOHO Festival Online System

The SOHO Festival Online System is a web system that facilitates various applications and communications between the Gakujitsu Committee and planning organizations. The project manager and deputy project manager must create an account as it will be used continuously from the planning application stage.

The registered information will be properly managed in accordance with the Privacy Policy (see p. 29).

How to create an account

Please access the following URL and follow the instructions on the page that appears, and fill in the required information to create your application.

<https://entry.sohosai.com>

In addition, please click on the link below for a video explanation of how to create an account. See if necessary.

<https://entry.sohosai.com/how-to-use>

precautions

- Those who have used the SOHO Festival online system before last year will need to create an account again.
- The planning manager and deputy planning manager must each create a separate account.
- When you create an account, we will send you an email to confirm your email address. If you do not receive a confirmation e-mail, please wait a few minutes and try again.
- The system may become unstable immediately before the deadline due to the high volume of applications. Delays in registration for this reason will not be accepted, so please register well in advance.

Contact Us

If you have any questions or comments, please contact us by e-mail (see back cover). Also, if you find any glitches or security issues, please contact us by e-mail.

Project Application Requirements

Terms and Conditions for Planning Organizations

Head of Planning and Deputy Head of Planning

The planning organization must elect one planning director and one deputy planning director. In addition, the planning director and deputy planning director must meet all of the following requirements

- Must be a student or faculty member of the University.
- Must be able to be reached reliably by phone or email from the time of application for the project through the day of the school festival.**
- The planning director and deputy planning director shall not serve concurrently.
- Not be the planning director or deputy planning director of another planning organization.

planning group member

The planning organization must be composed solely of students, faculty and staff of the University. However, if an application is submitted to and approved by the Academic Affairs Committee, non-University students, faculty, and staff may be involved in the organization of the event as guests. Details will be explained at the liaison gathering for planning organization managers (see p. 6).

For the purposes of the Academic Affairs Committee, "guest" is defined as follows

**Of those who are involved in the management of the project, other than students, faculty and staff of the University,
Those who have been approved by the planning organization after applying to the Academic Affairs Committee.**

Please note that guests will include graduations of the University. Guests are also not allowed to cook or give or receive money (see p. 17).

Liaison gathering for Planning Organization Managers

The purpose of the Liaison gathering for Persons Responsible for Planning Organizations (hereinafter referred to as "KIDANREN") is to communicate important matters related to planning and operation from the Gakujitsu Committee to the planning organizations, and to distribute and collect necessary materials. After the event, the Academic Affairs Committee will set up a booth to receive questions from those responsible for planning, etc. If you have any questions, please ask the person in charge directly at the booth.

Either the planning director or the deputy planning director must be present at the corporate meeting. If neither of you is able to attend, please appoint a proxy within the planning organization. Please note that it is not possible to serve as an attendee for more than one planning organization at the same time.

This year, all sessions are face-to-face and will be held five times on the dates listed in the table below. Both sessions are scheduled to begin at 6:30 p.m. The location and other details will be announced later by e-mail or other means.

	1st	2nd	3rd	4th	5th
Date	Tuesday, June 11	Tuesday, July 16	Tuesday, October 8	Tuesday, October 29	Tuesday, November 12

However, in addition to the face-to-face meetings, there is a possibility that we may unavoidably conduct temporary KIDANREN meetings via video streaming. In this case, we will contact you in advance.

In case of absence

If neither the project leader, deputy project leader nor a representative is able to attend, please be sure to contact the Academic Committee in advance. Please note that if you miss two or more meetings of the Corporate Association, the project will be cancelled regardless of whether or not you have notified us in advance of your absence.

Items requiring application

Handling of alcoholic beverages

The bringing in and handling of unauthorized alcoholic beverages is prohibited during the school festival. This includes receiving alcoholic beverages from outside sources, such as by supply. Please note that if any unauthorized alcoholic beverages are found to be brought in, they will be collected and disposed of by the Gakujitsu Jitsugyo Committee.

It is also prohibited to operate a project while under the influence of alcohol. Furthermore, the sale or distribution of alcoholic beverages to visitors, or any act that could mislead visitors into believing they are alcoholic beverages, is prohibited for all events except those held by the committee. Even if you are permitted to handle alcoholic beverages in your cooking project, you must completely stop the alcohol content when selling or distributing the cooked products.

Seasonings such as mirin (sweet cooking rice wine) and non-alcoholic beverages (including amazake, etc.) also require a permit from the Gakujitsu Committee. Please see below for the criteria for identification.

liquor	Alcohol content 1 degree or more	Application Required
non-alcoholic beverages	Less than 1 degree of alcohol	Application Required
Other	Alcohol content 0 degrees	No application required

Use of electrical equipment

In order to prevent accidents such as power outages, all electrical equipment used in the operation of the project must be applied for with the Academic Affairs Committee. In addition, if the power consumption exceeds the following, we may ask for your cooperation in reducing the amount of equipment used, etc.

Indoor implementation project: 1600W

Outdoor implementation project: 400W

As a preliminary survey, please respond to the high power survey included in the planning and implementation application (see p. 16).

Details regarding the use of electrical equipment will be communicated by the KIDANREN.

Same-day equipment rental

Same-day equipment rental for indoor projects

For indoor projects for which applications are submitted in advance, equipment in the classroom is available for rent. The equipment to be rented will be desks, chairs, teaching tables, mobile blackboards, mobile whiteboards, etc. The application procedure will be communicated by KIDANREN.

Same-day equipment rental for outdoor projects

For outdoor projects for which applications are submitted in advance, desks, chairs, tents, and other equipment stored by the Gakujitsu Committee will be available for loan. The application procedure will be communicated by KIDANREN.

support

The Academic and Business Committee defines "sponsorship" as follows

Promoting an outside organization in exchange for money, goods, or other assistance from that organization.

For all projects, it is prohibited to receive sponsorship other than in-kind sponsorship as described in the next section.

material sponsorship (e.g. for goods, services, etc.)

The Academic Affairs Committee defines in-kind sponsorship as follows

Promoting an outside organization in exchange for in-kind support from that organization

Projects that receive in-kind sponsorship must apply to the Academic Affairs Committee. Details will be communicated at the Corporate Association.

In addition, when receiving in-kind sponsorship, the Academic Affairs Committee may establish restrictions on the promotional activities of outside organizations. Please do not agree to accept sponsorship from outside organizations until the Gakujitsu Committee has approved the sponsorship. Please note that if any sponsorship of goods is received that is not approved by the Academic Affairs Committee, action may be taken, including cancellation of the project.

fund-raising activities

If you as a planning organization wish to conduct in-person fundraising activities, online fundraising activities, crowdfunding, or other financial receipts for purposes other than the provision of goods or

services, please obtain permission from the university. If permission is granted, please notify the Academic Affairs Committee with documentation showing this.

Use of Sopotan

This year's school festival will allow the use of Sopotan for decorations, etc. on the day of the festival. Only designs designated by the Academic and Business Committee may be used, provided that they comply with the terms of use distributed by the Corporate Association. In addition, a separate application is required when implementing a project with Sopotan as its foundation.

In the case of using Sobotan for decoration, etc.

Only designs designated by the Academic Affairs Committee may be used. For more details, please contact us after distributing the Terms of Use at KIDANREN.

When implementing a project with Sopotan as its foundation

After applying to the Academic Affairs Committee, the prescribed fee must be paid. The details will be communicated at the KIDANREN.

※ The fee for last year was 5,000 yen.

Radio & Transceivers

The Gakujitsu Committee will use radios, transceivers, and other communication devices for its operation. Due to the possibility of interference between the Academic Affairs Committee and the planning group, an application must be submitted for the use of radios and transceivers. Details on how to apply will be provided by KIDANREN.

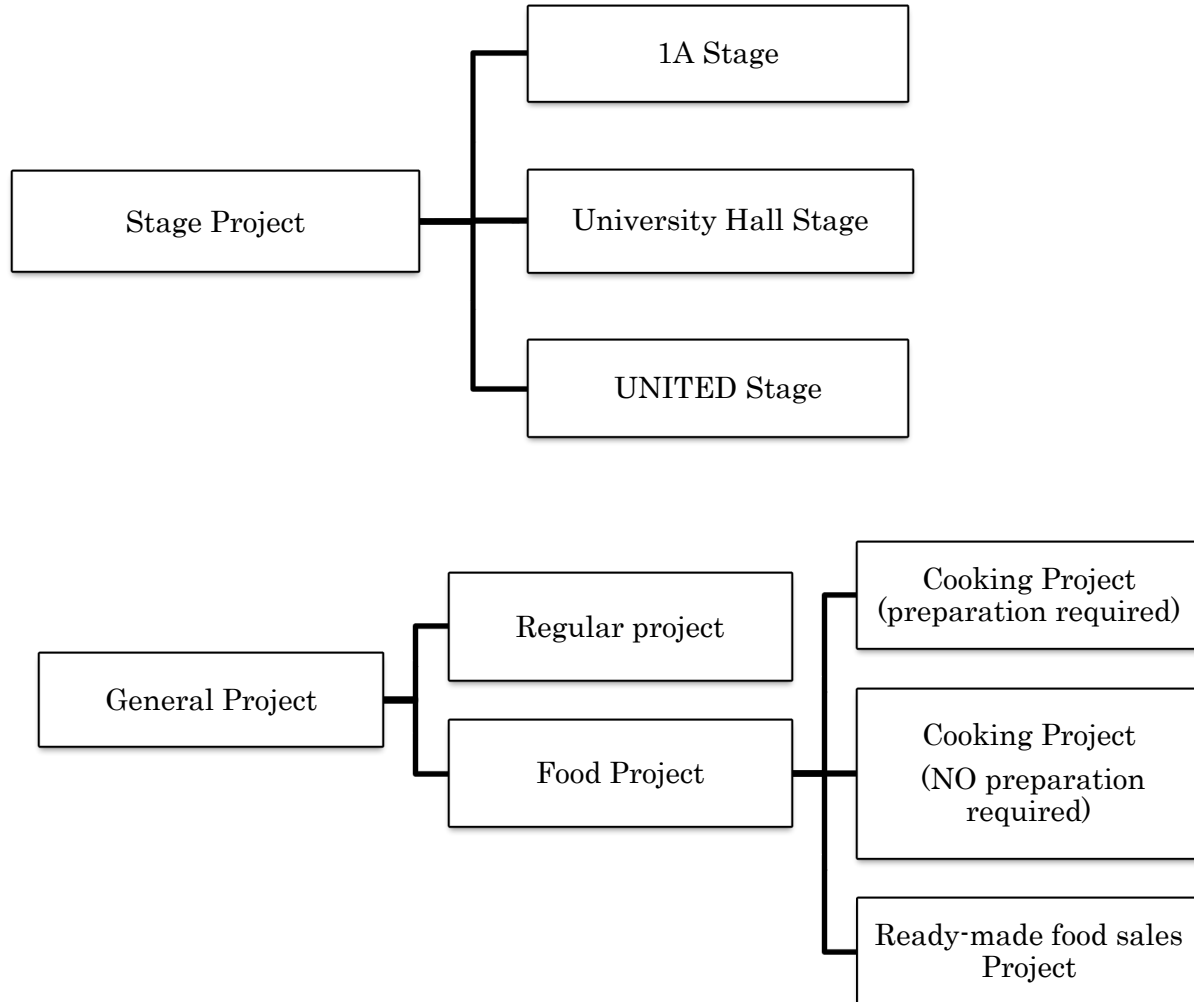
Other conditions

In order to ensure the safe operation of the school festival, any project that includes any of the following activities cannot be implemented.

- Unattended planning and management
- Use of firearms other than for cooking purposes
- vending machine
- delivery service
- Selling goods online

planning section

Planning categories shall be as follows;



Stage Project

A stage project is a project that uses either the 1A Stage, University Hall Stage, or UNITED Stage. For details, please refer to the "Application Guidelines for Stage Project" (separate booklet).

General Project

General projects are those that do not fall under stage projects.

regular project

Ordinary projects are those that do not handle food products.

Cooking project (preparation area required)

Definition of cooking and preparation

The Academic Practice Committee defines "cooking" as follows

**to selling and serving food and beverages to visitors,
Airing or processing them**

Therefore, all of the following actions constitute "cooking".

- Pouring a drink into a container.
- Opening packaged food products.
- Heating food (including heating packaged food as it is).
- Purchasing and cooking food.

In addition, the Gakujitsu Committee defines "preparation" as follows

Cooking acts other than final heating (excluding the act of placing in containers to be served)

On the day of the school festival, the Gakujitsu Committee will set up preparation areas in Area 1, Areas 2 and 3, and the Physical Education and art Areas. Please indicate whether or not you will be using the preparation area in the application for planning and implementation (see p. 16).

Please note that "Cooking project (no preparation area required)" cannot be selected for projects that involve cooking activities such as washing and cutting food.

Use of charcoal fire

Planning groups wishing to use a charcoal fire must attend a charcoal fire workshop. In case of absence, the charcoal fire cannot be used. Details will be communicated at the Corporate Association.

Attendance at workshops, etc.

Attendance at food hygiene workshops and cooking workshops within the KIDANREN is mandatory. In case of absence, the cooking project will not be implemented. Details on the schedule of each workshop will be provided by KIDANREN.

Collection of money for cooking projects

2,000 yen will be collected for each cooking project group to improve the environment of the preparation area and to install a temporary water supply. In addition to this, 550 yen will be collected per member who cooks for the cost of a stool test for bacteria retention. For projects that use gas cylinders, a fee of 10,000 to 20,000 yen will be collected for the use of gas cylinders. Details on specific amounts and collection methods will be provided by KIDANREN.

food hygiene

Based on guidance from the health department, the following prepared products may not be handled or prepared in the following ways

- rice ball (often triangular, sometimes with a filling and wrapped in nori)

- rice ball coated with sweetened red beans, soybean flour or sesame
- pounding mochi
- smoothie
- sushi wrapped in fried tofu
- sandwich
- Processing of cooked products by visitors (soba noodle making experience, etc.)
- Serving food on skewers.
- Unheated food (salad, sashimi, etc.)
- Fresh fruits (frozen fruits, dried fruits, canned fruits, and jams are acceptable)
- Use of mixer/shaker
- Whipping cream or other whipping cream (ready-made whipping cream may be used)
- Cooking methods that do not heat the food at the end of the cooking process (excluding the act of placing the food in a container for serving drinks, etc.)

Food Hygiene Precautions

Cooking is not permitted under the following conditions and circumstances

- Cooking without apron, triangular hood, mask, vinyl gloves, and cooking plan member ID card.
- Cooking without a polyethylene tank with faucet, hand soap, and bucket provided
 - ※ Each planning organization is required to provide a polyethylene tank with a faucet for hand washing. If purchased, it is expected to cost from 1,000 yen for a polyethylene tank with a faucet. Please refer to this information when applying for a project together with the "Collection for Cooking Projects" section. More details will be communicated at KIDANREN.
- Cooking at a time and place other than those designated by the Academic Affairs Committee

Cooking project (no preparation area required)

Of the cooking projects, this project does not require a preparation area. The details of the project category are the same as those of the "Cooking Project (requires a preparation area)," except that the preparation area is not used.

Ready-made food sales planning

The Academic Practice Committee defines "ready-to-eat food sales" as follows

Purchase pre-packaged ready-made products and provide them without heating or other processing and without exposing them to air.

Projects in which all food items served at the school festival fall under the above definition will be classified here. For projects that handle food but do not meet these requirements, please refer to the details of "Cooking Project (requires a preparation area)" or "Cooking Project (does not require a preparation area)".

Academic Accreditation Planning

The Academic Affairs Committee recognizes and gives preferential treatment to academic projects as "Academic Approved Projects" with the aim of communicating the unique academic nature of the University as well as the content of the research and the attractiveness of the research to be explored. This year's festival will be given academic accreditation for general projects only. It is not eligible for academic accreditation as a stage project.

Certification Criteria

Academic accreditation is based on the following criteria, and the Academic Affairs Committee will make a comprehensive decision on whether to grant or deny accreditation in light of the objectives of the academic accreditation project. Even in cases where the accreditation criteria are not met, exceptions may be made if the project is in line with the objectives of the academic accreditation plan. If you have any questions regarding certification, please contact us during the project application period.

When the substantive governing body of the plan is the research, educational, or administrative organization of the University

The content of the project and the activities of the organization must be closely related.

When the actual management body of the project is a student organization of the University

Both of the following two conditions must be met

- The purpose and main activities of the student organization must be academic.
- The content of the project must be closely related to the main activities of the student organization.
 - ※ Please note that a student organization is "an extracurricular activity group or general student organization that has been established on campus with permission from the President.

When the substantive management entity of the project does not fall under the above

In principle, certification is not possible.

Flow of Certification Examination

If you wish to apply for academic accreditation, please select "I wish to apply for academic accreditation" in the "Desire for Academic Accreditation and art Festival Participation" section of the application for project implementation (see p. 16) and answer the following questions: "Name of organization, group, etc.," "Academic activities you usually engage in," and "Relationship between project content and academic activities.

Based on these responses, an accreditation review will be conducted. At this time, we may ask you to provide additional information as necessary.

The results of the review will be notified by email regardless of whether the certification is approved or not by the first corporate group. Please note that even if a project is not accredited, it

will be treated as a normal project, and the lack of accreditation will not prevent the project from being implemented.

preferential treatment

The following preferences will be given to academic accreditation projects Please note that there is a possibility that these preferences may not be applicable under certain circumstances.

- Priority use of preferential academic areas (Building 3A and 3B)
- Priority for signage and equipment rental
- Partial waiver of same-day shift
- Promotion of the project on the official SOHO Festival website by the Gakujitsu Committee
- Priority publicity on the official SOHO Festival SNS
- Publicity for the project in official SOHO Festival brochures, etc.

Art Festival Participation Project

The "art Festival" is one of the programs of the SOHO Festival, and is held by a group of projects that are "art Festival Participation Programs".

Conditions of Participation

Projects that wish to participate in the art Festival must meet all of the following conditions

- The project must be in line with the significance of the following art festival.
 - Organize Institute of Art and Design projects and make them distinctive as an Institute of Art and Design organization.
 - Opportunities will be provided for students engaged in art activities to exhibit their works and showcase the results of their daily production activities.
 - Create opportunities for prospective students to learn about the activities Institute of Art and Designs organizations and student life.
- The planning group must include planning group members with one of the following statuses
 - Art students
 - Faculty and Staff School of Art and Design
 - Graduate students in the Master' s Program in Art and Design, Graduate School of Comprehensive Human Sciences

Flow of Participation

If you wish to participate in the art Festival, please select "I wish to participate in the art Festival" in the "Academic Recognition and art Festival Participation" section of the Application for Project Implementation (see p. 16). Please note that if you wish to participate in the art Festival, we will provide information about your project, including personal information, to the art Festival Executive Committee in order to determine whether or not you may participate.

If you are approved to participate in the art Festival by the art Festival Executive Committee, you may participate in the art Festival as an "art Festival Participating Project. If a project is not approved, it will be treated as a normal project, and the project will not be prevented from being carried out because it was not approved.

- ※ If you are approved to participate in the art Festival, you will be required to attend both the briefing sessions (which may or may not be held) held by the Gakujutsu Committee and the art Festival Executive Committee.

preferential treatment

The following preferential treatment will be given to projects participating in the art Festival. Please note that there is a possibility that these preferences may not be applicable under certain circumstances.

- Promotion in the Festival of art pamphlet in addition to the official SOHO Festival pamphlet

Contact Us

If you have any questions about the Art Festival, please contact geisai2024tkb@gmail.com

When doing so, please include project50th@sohosai.com in the CC.

Application for project

Project Application Period

The periods during which project applications may be submitted are as follows. No project applications will be accepted after the deadline.

Recruitment begins: 4/22 (Mon.) 9:00

Recruitment closed: 5/10 (Fri.) 23:59

limit on the number of projects

If the maximum limit of the number of projects that can be implemented is exceeded, the number of projects will be limited by drawing lots. Details on whether or not the limit on the number of projects will be enforced and, if so, the details will be posted in the Announcements section of the SOHO Festival online system after the project application period has ended.

How to apply for a project

Planning applications should be submitted by the person responsible for the project on the SOHO Festival online system. The deputy planning director may not act on behalf of the applicant.

Project Registration

Please answer on the SOHO Festival online system.

Name of project or organization

Please register the name of the project or project organization in 20 characters or less. Half-width and full-width alphanumeric characters and half-width symbols are counted as two kana characters with three characters. Do not use pictograms in the name of the project or project organization.

If the Academic Affairs Committee deems the name of the project or organization to be inappropriate, the name must be changed. Please do not include the names of actual restaurants, etc. in the name of the project or organization.

planning section

Please answer from the following five options.

- regular project
- Cooking project (preparation area required)
- Cooking project (no preparation area required)

- Ready-made food sales planning
- Stage Project

For details on the planning categories of general projects, please see "Planning Categories". In particular, if you are considering participating in a cooking project, please carefully check the availability of a preparation area. For details on stage projects, please refer to the "Application Guidelines for Stage Projects" (separate booklet).

Planning and Implementation Location

Please answer from the following three options.

- Indoor (general project)
- Outdoor (general project)
- Stage (Stage Planning)

In addition, general projects are subject to restrictions depending on the location where the project is implemented. Please see the table below.

	cooking	Use of fire	Planning and implementation in case of rain or high winds
indoor (court, pool, etc.)	period	×	period
outdoors	period	period	△(*)

※ Cooking and the sale/distribution of prepared food will be suspended in the event of light rain, strong winds, or both, as deemed necessary by the Academic Affairs Committee. In the event of heavy rain, storm, or both, all outdoor events will be suspended.

Agreements in Planning and Registration

Please read the following two points and check the box if you agree to them.

- The person responding to the planning registration cannot be the planning director or deputy planning director of another planning organization.
- It is not easy to modify or change the information (project category, project implementation location, project name, project organization name) that you have answered here once the project application period has ended.

Application for project implementation (common part for indoor and outdoor projects)

Please answer the "Application for Project Implementation (Indoor Project)" or "Application for Project Implementation (Outdoor Project)" in the "Application" section of the SOHO Festival online system.

Student organization that will be the substantive management body of the project

If the actual management body of the project is a student organization, please give the official name of the student organization (not the name of the project organization). Please refer to the "List of Extracurricular Activity Groups in 2024" (<https://www.tsukuba.ac.jp/campuslife/activity-unions-circles/pdf/kagaikatsudouh.pdf>) or "List of General Student Groups in 2024" (<https://www.tsukuba.ac.jp/campuslife/activity-unions-circles/pdf/gakuseih.pdf>) or "List of General Student Organizations in 2024" (<https://www.tsukuba.ac.jp/campuslife/activity-unions-circles/pdf/gakuseih.pdf>)

※ If your organization is not on the list above, no response is required.

Project Outline

Please answer the following questions about your project. If so, please clarify the following items and write them down. Especially in the case of regular projects, we require a more detailed description of the project.

- Purpose and Intent of the Project
 - Fundamental elements of planning
 - For food planning, food products to be sold, etc.
 - For cooking projects, rough cooking process
 - For regular projects, details of the contents to be presented or exhibited and goods to be sold, etc.
 - Unique elements of planning
 - Other rough details of the project
- ※ Please provide as much detail as possible in this section. If the information is not complete, you may be asked to resubmit the application.

the number of people

Please indicate the approximate number of members of the planning group.

Existence or non-existence of money transfer

Please be sure to select "Yes" if money is to be exchanged.

In addition, the Academic Practice Committee defines "money transfer" as follows

Receiving money from visitors and providing services or goods
--

- ※ Please refrain from using the person-to-person money transfer function of online payment services such as PayPay for money transfers, as it may violate the terms of service of the provider.

Academic Recognition and art Festival Participation Request

Please answer from the following three options.

- Academic certification is desired.
- I wish to participate in the art Festival.
- Neither is desired.

If you wish to apply for academic accreditation, be sure to see "Academic Accreditation Project" (see p. 12), and if you wish to participate in the ART Festival, be sure to see "ART Festival Participation Project" (see p. 10).

(Only if you wish to obtain academic accreditation) Name of organization, group, etc.

If you wish to request academic accreditation, please provide the official name (not the name of the planning organization) of the organization/student organization that will be the substantive management body of the project. For student organizations in particular, please provide the names as listed in the "List of Extracurricular Activities Organizations in 2024" (<https://www.tsukuba.ac.jp/campuslife/activity-unions-circles/pdf/kagaikatsudouh.pdf>) or "List of General Student Organizations in 2024" (<https://www.tsukuba.ac.jp/campuslife/activity-unions-circles/pdf/kagaikatsudouh.pdf>). As stated in the "Academic Recognition Plan" (see p. 12), if you wish to apply for academic recognition, the actual management body of your plan must be a research, educational, or administrative organization of the University or a student organization of the University (an extracurricular activity organization or general student organization that has been established on campus with permission from the President). However, if you wish to be recognized as an exception as described in "Academic Recognition Plan" (see p. 12), please answer the official organization name, etc.

(Only if you wish to obtain academic certification) Academic activities you usually perform

If you are seeking academic accreditation, please provide details of your usual academic activities. Please also provide the URL of your organization's website, if any. If you are a student organization, please clearly state the purpose of your activities and indicate that your activities are primarily academic in nature. Please refer to "Academic Accreditation Planning" (see p. 12) for details on academic accreditation.

(Only if you wish to receive academic accreditation) The relationship between the content of the project and your academic activities

If you are seeking academic accreditation, please explain how your project relates to your usual academic activities. Please refer to "Academic Accreditation Planning" (see p. 12) for details on academic accreditation.

Wish to participate in the eve of the festival

Select "Participate" if you wish to attend the eve of the festival.

Please understand the following items before you apply to participate in the program.

- The event will be held on Saturday, November 2, from 3:30 to 8:00 p.m.
- The event will be held at "Area 2 and 3, around the stone square" (outdoors).
- Cooking projects (no preparation area required), ready-to-eat food sales projects, and regular projects are available for participation.

- The project must be conducted on all three days from 11/2 (Sat.) to 11/4 (Mon.).

Preferred date of project implementation

Please answer the following four options that apply to the dates of the project implementation.

If you wish to participate in the eve of the festival, you must conduct your project on both days.

- The project will be held on both 11/3 (Sun.) and 11/4 (Mon.).
- The project will be held on 11/3 (Sun.) only.
- The project will be held on 11/4 (Mon.) only.
- Only one day of the project will be held on either 11/3 (Sun.) or 11/4 (Mon.), but there is no preference on the date.

Loud Volume Survey

Select "Loud" for projects that include band performances, plays, etc.

Note that no application is required if speakers are used to play background music.

Application for Planning and Implementation (for indoor projects)

Desired Area

Please answer from the following five options.

For projects that wish to participate in the art Festival, please select your preferred area here in case you are not permitted to do so, as your project will be implemented in Building 6A or 6B if it is approved by the art Festival Committee.

- Area 1: Buildings 1B, 1C, 1E, and 1H
- Area 2: 2A, 2B, 2C, 2D, 2G, 2H
- Area 3: Building 3A and 3B
- Physical Education/art Area: Building 5C
- Other

Moving desks, chairs, etc. from one classroom to another is prohibited in buildings 2B, 2C, 2D, 2G, 2H, and 5C. Areas where movement between classrooms is prohibited are subject to change. Please understand this in advance.

If you selected "Other," please be sure to answer the next question, "Specific Desired Location."

(Optional) Specific desired location

If you have any special requests regarding the location of the project, please answer here. However, please answer the following question "Scale of Planning and Implementation classroom " for classroom scale.

If you answered "Other" in the previous question "Desired Area," please be sure to answer in detail. Based on your answers, the Gakujitsu Committee will coordinate with the organization that manages the

desired location to determine whether it is available or not. Do not contact the organization that controls the desired location without instructions from the Academic Affairs Committee.

Size of classrooms where the project will be implemented

Please answer from the following six options.

- Very small: classroom If you want classroom with a capacity of 1 to 30 people
- Small: classroom If you want classroom with a capacity of 31 to 60 people
- Medium: If you want a classroom with a classroom capacity of 61 to 100 people
- Large: classroom If you want classroom with a capacity of 101 to 200 people
- Oversized: classroom Capacity is greater than 200 classroom if you want
- Other: If you answered "other" in the previous question "Desired area".

Note that there are no "oversized" classrooms in the first area.

Number of classrooms where the project is implemented

Please answer from the following three options.

- 1
- 2
- 3

In this year's festival, the maximum number of classrooms for one project is 3, including the classroom where the project will be held and the waiting room. Please understand this in advance.

Number of waiting rooms

Please answer from the following three options.

- 0
- 1
- 2

Anterooms may be used for changing clothes, baggage storage, etc. If you wish to use an anteroom, please be sure to answer the following question "Use of anteroom".

For this year's festival, the size of the waiting room is not selectable, and the maximum number of classrooms for each project is 3, including the classroom where the project is conducted and the waiting room. Please understand this in advance.

(only if you wish to use a waiting room) Use of waiting room

If you wish to use an anteroom, please be sure to indicate the use of the anteroom.

Piano Use Survey

If you wish to use the piano provided in the classroom, select "I wish to use the piano".

High Power Survey

Please indicate your preference for the use of electricity at the school festival by choosing from the options below.

- It is within 1600W.
- Exceeds 1600W. (The amount exceeding 1600W may not be available.)

Application for Planning and Implementation (for outdoor projects)

Desired Area

Please answer from the following seven options.

If you wish to participate in the eve of the festival, please select "Areas 2 and 3: Around the Stone Plaza".

If you wish to participate in the art Festival, please select the "Athletics/art Area".

- Area 1: Around the academic buildings
- Area 1: Shomi Pond area
- Second and Third Areas Around the School Building
- Area 2 and 3 Around the Stone Plaza
- University Hall Area
- Physical Education and art Area
- Other

Note that the preparation areas are located in Area 1, Areas 2 and 3, and the Physical Education/art Area. Please refer to the cooking project (preparation area required) when selecting the desired area.

If you choose "Other," please be sure to answer the next question, "Specific location desired (optional)."

(Optional) Specific desired location

If you have any special requests regarding the location of the project, please answer here.

If you answered "Other" in the previous question "Desired Area," please be sure to answer in detail. Based on your answers, the Gakujitsu Committee will coordinate with the organization that manages the desired location to determine whether it is available or not. Do not contact the organization that controls the desired location without instructions from the Academic Affairs Committee.

Waiting room required

Please indicate whether a waiting room is required.

Anterooms may be used for changing clothes, baggage storage, etc. If you wish to use an anteroom, please be sure to answer the following question "Use of anteroom".

In addition, multiple projects may be asked to share a waiting room. Please understand this in advance.

(only if you wish to use a waiting room) Use of waiting room

If you wish to use an anteroom, please be sure to indicate the use of the anteroom.

Whether or not the project is applicable to the project outside the tent

Please answer "yes" if you wish to conduct your project outside of the tent. For example, a project in which participants throw a ball from outside a tent at a Struck Out falls under this category. However, waiting lines are not included.

Coal Fire Use Survey

For projects that wish to use charcoal for cooking, please select "I wish to use charcoal fire". Please note that if you do not wish to use a charcoal fire in this question, you will not be allowed to use a charcoal fire.

High Power Survey

Please indicate your preference for the use of electricity at the school festival by choosing from the options below.

- Within 400W.
- Exceeds 400W. (The amount exceeding 400W may not be available.)

Submission of Pledge

All project managers are required to submit a Pledged according to the following instructions. Submission in place of or on behalf of anyone other than the person responsible for the project is not permitted.

Download the (1) Pledge

Please download the Pledge from the "Pledge Submission Form" in the SOHO Festival online system.

(2) Review and fill out the pledge.

Please check the pledge and indicate the date. All items must be agreed upon in order for the project to be implemented at the school festival.

(iii) Signature

Be sure to handwrite or draw and sign the PDF. Please note that signatures in any other manner are invalid.

(4) Submission

Please submit the form in PDF format via the "Pledge Submission Form" in the SOHO Festival Online System. If submitted in any other format, you may be asked to resubmit.

Registration of deputy planning director

Once the person responsible for the project has completed all the procedures for registering the project, a URL will be displayed to share with the deputy project manager. This URL is shared with the deputy

project manager, and the deputy project manager is registered as the deputy project manager by accessing the URL from his/her terminal. Please complete the registration of the deputy project manager within the project application period.

- ※ When registering as a sub-program manager, the sub-program manager must create an account in the SOHO Festival online system in advance.

Committee Meeting Planning

SOHO Festival Grand Prix 2024

Visitors will be asked to vote for their favorite project, and the winning project will be commended at the after-party.

Commendation Category

department

The following two divisions are available

- General Planning Division
- Stage Planning Division

award

There are three awards in each category as follows

- Grand Prize
- Award of Excellence
- Student Prize

The project with the highest total number of votes will receive the Grand Prize and the two runners-up will receive the Awards of Excellence. The project with the highest number of votes from University of Tsukuba students will be awarded the Student Prize.

Rights granted to winning projects

The winning project will be entitled to the following. In order to ensure that these rights are properly exercised, the Academic Affairs Committee will contact the project managers of the projects awarded this year around April or May of next year.

- You will receive preferential treatment in the area where your project will be implemented at the next year's school festival.
- You can use the awards to promote your company at next year's school festival.
 - ※ Preference will be given to projects awarded last year for the area in which the project will be implemented this year.
 - ※ For projects that received awards last year, please confirm that we have already contacted the person responsible for last year's project with the details.

precautions

- In principle, all projects are required to participate in this Grand Prix. If you do not wish to participate, please contact us by e-mail.

- Projects for which the Academic Affairs Committee has issued a warning letter are not eligible for the award.
- If a planning organization with the same substantive management entity conducts both a general project and a stage project, and both projects receive votes that are expected to win an award, only one of the two projects can win the award. The Academic Affairs Committee will contact you in advance if the project to be awarded meets these criteria.

Prohibitions

For the safe and smooth operation of the school festival, the following acts are prohibited at this year's festival. In addition to the prohibited items listed here, please also check the items explained in each section of this booklet.

We reserve the right to take action, including cancellation of the project, against any organization that fails to comply with these requirements. The Gakujitsu Committee will not be liable for any losses incurred in the event of suspension or cancellation of the project.

- Acts against public order and morals
- Conduct that is detrimental to the atmosphere and environment of the University
- Support or criticism of a particular political party or religion
- Activities that may result in damage or loss of equipment or fixtures, and the potential for such damage or loss
- Pushy solicitation of groups and organizations
- Publicity stunts by outside groups without permission from the Academic Affairs Committee
- Actions that include slander and libel
- Actions that may cause inconvenience or danger to other planning groups, visitors, university staff, etc.
- Cyber attacks on servers and systems used for school festivals
- Conducting an act that requires an application without authorization
- Providing undisclosed information obtained from the GIC for the purpose of implementing the project to a third party other than the GIC.
- Other activities that the Gakujitsu Committee deems to be disruptive to the safe and smooth operation of the school festival.

To: University of Tsukuba Executive Committee of University Festival

Pledge

I hereby pledge the following to the University of Tsukuba School Executive Committee of University Festival (hereafter referred to as the "Gakujitsu Committee") in implementing my project for the 50th University of Tsukuba School Festival "SOHO Festival".

record

- We will ensure compliance with laws, regulations and School Regulation rules.
- I acknowledge and will ensure that I will comply with the application requirements.
- Head coaches the planning group members and is responsible for the actions of the planning group members.
- In the event of an important situation or special circumstance related to the project, we will immediately report it to the Academic Affairs Committee.
- We will follow instructions from the Academic Affairs Committee and cooperate in the smooth operation of the event.
- When providing information to the Academic Affairs Committee, we will provide true and accurate information. When changes occur, the latest information will be provided as soon as possible.
- The Academic Committee will not be required to compensate for any damages incurred when the Academic Committee suspends or cancels the project for justifiable reasons.
- I accept full responsibility for any situation arising from any violation of this Pledge. In addition, the Gakujitsu Committee will

not be required to compensate for any damages incurred in the event of such an event.

- After submitting this Pledge, the submission will not be revoked without just cause.

... and upwards

2024 / (Month) / (Day)

Name of person responsible for planning (Signature)

Other

Permission to carry out planning

Please be aware of the following matters before granting permission to conduct a project at the school festival.

- Information on planning is provided to all academic departments, specialized academic groups, and School of Comprehensive Studies' representative councils (Student Representative Conference) and universities.
- There are restrictions on publicity related to the project (including publicity on social networking sites and other Web sites). Details will be communicated at the Corporate Association. No advertising regarding the project can be done until this explanation is received.**
- Details of the project may be confirmed.
- We reserve the right to request changes in the content of the project. Failure to comply with changes may result in actions up to and including cancellation of the project.
- If it is reasonably foreseeable that the project will seriously impede the smooth operation of the school festival, we may not allow the project to be implemented.

Privacy Policy

The Academic Affairs Committee will appropriately manage personal information provided by planning organizations. In addition, when personal information is collected for purposes other than those listed below, we will inform you in advance of the purpose of use.

- For communication and coordination related to the implementation of the school festival
- To prepare an action plan for the University of Tsukuba School Festival to be submitted to the Student Representative Conferences and the university

Except in the following cases, the Academic Affairs Committee will not provide personal information to third parties without the consent of the individual concerned.

- When the Gakujitsu Committee submits the University of Tsukuba School Festival Execution Plan to the Student Representative Conference and the University
- When the Gakujitsu Committee provides the art Festival Executive Committee with information necessary for its work
- When requested by the University in accordance with its School Regulations regulations
- When permitted by law

At the end.

Thank you for reading to the end. Please double check the information in these guidelines when applying for a project. Please note that these guidelines are for general projects. If you wish to apply for a project using the stage, please refer to the application guidelines for stage projects.