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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. 20).

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 following link 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.**
- Do not concurrently serve as planning director and deputy planning director.
- Not be the planning director or deputy planning director of another planning organization.

Identification of the person responsible for the project

Verify that the person responsible for the project is a student or faculty member of the University.

The person responsible for the project will be asked to come to the Executive Committee of University Festival Office (206, Building B, Joint Research Building) to present his/her student ID card or Staff ID Card and confirm the details of the project registration.

At that time,

- Desired stage and reason
- Outline of the project
- Approximate planning time

We will ask you about the following. Based on this information, a timetable is created and stages are assigned. Dates will be emailed to you as soon as the registration for the project is confirmed.

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 stage liaison meeting.

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. 13).

Stage Liaison Committee

The stage liaison meeting is a gathering to communicate important information, distribute and collect necessary materials, and hold discussions with the planning groups that will use each stage. Either the project manager or deputy project manager must attend the stage liaison 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.

Please be aware that if a project is found to be late in submitting materials or to be absent from the stage liaison meeting, a penalty may be imposed on the project, including a reduction in priority in the timetable adjustment, or the project may be cancelled. Details will be provided at the first stage liaison meeting.

1st Stage Liaison Meeting

Date: Wednesday, June 12, 18:30

- ※ This is only a schedule and is subject to change.
- ※ The location of the event will be communicated by e-mail as soon as it is determined. The same applies to changes in venue, date and time, etc.

Stage liaison meetings after 2nd-8th

Location and details will be communicated at the first stage liaison meeting.

PA interviews will be conducted in the 4th session.

2nd	3rd	4th	5th	The 6th	The 7th	The 8th
July 15 (Monday)	Monday, August 12	September 23 (Monday)	October 7 (Monday)	October 21 (Month)	October 28 (Monday)	November 11 (Monday)

- ※ This is only a schedule and is subject to change.
- ※ If changes are made, we will contact you by e-mail.

Items requiring application

support

The Academic Affairs 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 provided at the stage liaison meeting.

In addition, when receiving in-kind sponsorship, the Academic Affairs Committee may impose restrictions on the promotional activities of outside companies. Please do not agree to accept sponsorship from outside organizations until the Gakujitsu Jigyohyaku 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, Sopotan can be used for decorations, etc. on the day of the school festival. Only designs designated by the Gakujitsu Committee may be used, provided that they comply with the Terms of Use distributed by the Stage Liaison Committee. In addition, a separate application is required when implementing a project with Sopotan as its foundation.

When using Sobotan for decoration, etc.

Only designs designated by the Academic Affairs Committee may be used. Details will be provided at the stage liaison meeting after the distribution of the Terms of Use.

When implementing a project with Sopotan as its foundation

After applying to the Academic Affairs Committee, the prescribed fee must be paid. Details will be provided at the stage liaison meeting.

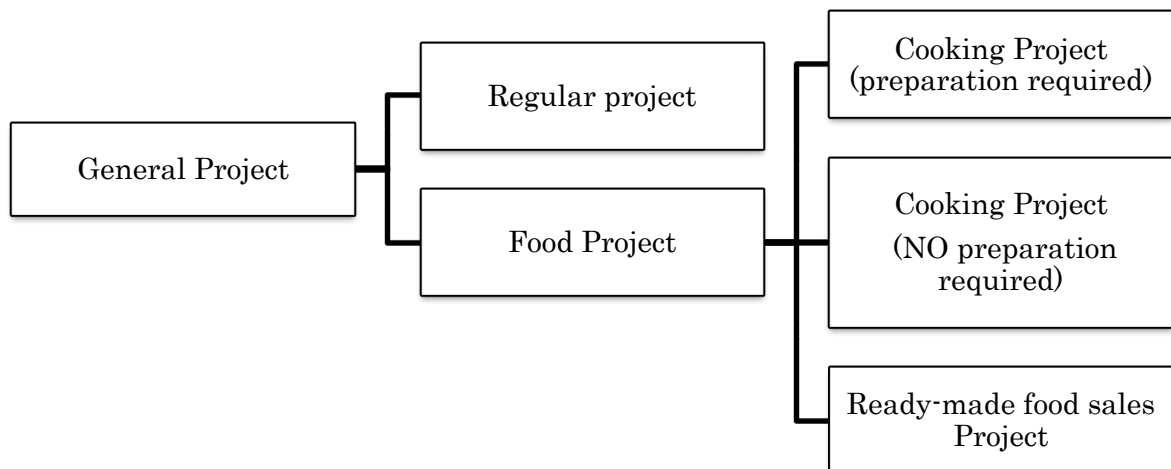
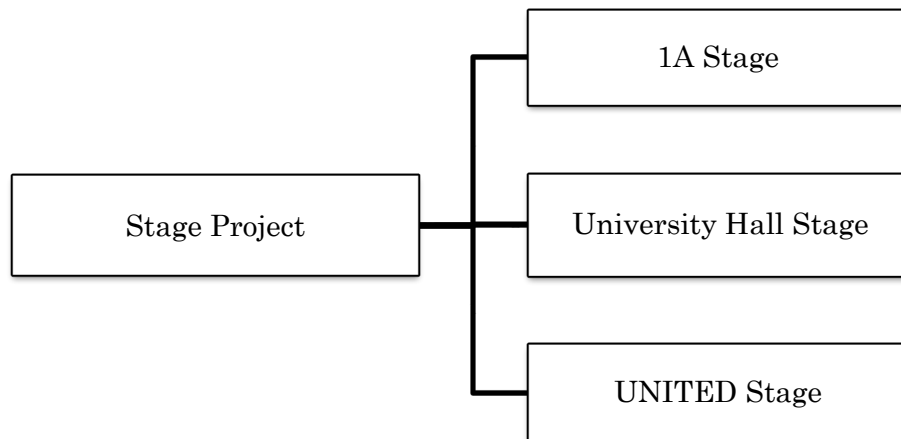
※ The fee for last year was 5,000 yen.

Radio and 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 is required for the use of radios and transceivers. Details on how to apply will be provided at the stage liaison meeting.

planning section

Planning categories shall be as follows



General Project

General projects are those that do not fall under stage projects. For more details, please refer to the "Application Guidelines for General Projects" (separate booklet).

Stage Project

Stage 1A

The stage will be set up in the cafeteria on the first floor of Building 1A. The stage is indoors so that presentations can continue even when it rains, and since the sound system and lighting equipment are outsourced to outside vendors, the use of blackout curtains and thorough light shielding allows for performances to be presented in a more dramatic manner. Spectator seating is also available upon request.

- ※ Size of 1A stage: 6m wide, 3m deep, 30cm high

University Hall Stage

The Auditorium or hall may be used. The Auditorium can accommodate 1012 people when the first and second floors are used, and 1622 people when the first through fourth floors are used. The hall can accommodate 500 people. The indoor location makes it possible to make presentations regardless of weather conditions. Powerful performances of music, drama, dance, etc. can be performed.

When using the University Hall, please follow the "Guidelines for the Organization and Operation of the University of Tsukuba National University Hall Corporation University Hall". Details will be provided at the stage liaison meeting.

- ※ Size of the University Hall stage (Auditorium): 21 m wide and 8.7 m deep
- ※ Size of the stage (hall) of the University Hall: 3.8 m at the top bottom, 13 m at the bottom bottom, 7.5 m in depth

UNITED Stage

This stage is to be set up in a stone square. A wide range of performances are possible, with daytime productions offering a sense of unity with the audience, and nighttime productions featuring dynamic lighting. Every year, a wide variety of events are held throughout the day and night. Please note that if you choose the UNITED stage, the competition will be broadcast live on the Internet by the Academic Affairs Committee. This stage can be used to the extent that the stone square is not obstructed by visitors. Sound and lighting are outsourced to outside contractors, who work with us to provide an attractive stage.

- ※ Size of UNITED stage: 10.8m wide and 5.4m deep

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

timetable

Stage selection for use

The stage to be used will be selected in May based on the application submitted through the SOHO Festival online system and the information provided at the time of identification of the person responsible for the project. Selection will be made by the Academic Affairs Committee, taking into consideration the size and content of the performance, to ensure the smooth running of each stage.

Stage locations are preferentially allocated to stage projects that won last year's SOHO Festival Grand Prix (see p. 16).

Factors to consider when making a decision

The timetable for each stage will be determined in early July by the Academic Committee based on the following information.

- Smooth operation of the entire venue, including equipment delivery and security
- Application details in the SOHO Festival online system
- Information verified by the identification of the person responsible for the project
- Stage Performance Proposal Form Entries
 - ※ Details of the stage performance proposal will be provided at the stage liaison meeting.
 - ※ Depending on the content of the Stage Performance Proposal Form, an interview may be conducted between the planning organization and the Academic Affairs Committee.

Decision to Suspend or Cancel a Project

The Academic Committee and Public Address (PA), the stage sound and lighting contractor, will be in charge of the event in the event of inclement weather.

If it is deemed difficult or dangerous to continue a performance on stage due to weather or other reasons, the event will be suspended or cancelled. The Gakujitsu Committee will not be liable for any losses incurred in the event of suspension or cancellation of the project.

How to apply for a project

All planning applications must be submitted by the person responsible for the project. 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 determines that the name of the project or organization is 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 select "stage project" from the following five options.

- Cooking project (preparation area required)
- Cooking project (no preparation area required)
- Ready-made food sales planning
- general plan
- Stage Project

For details on general projects, please refer to the "Application Guidelines for General Projects" (separate booklet).

Planning and Implementation Location

Please select "Stage (Stage Planning)" from the following three options.

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

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.

Application for Planning and Implementation (Stage Planning)

Please respond to the "Application for Planning Implementation (Stage Planning)" 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>). Please answer the name of the organization as it appears in the "List of Extracurricular Activities in 2024" () or "List of General Student Organizations in 2024" (.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.

- Purpose and Intent of the Project
- Content to be presented, etc.
- 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.

Preferred date of project implementation

Please answer the following three options that apply to the date of the project implementation.

- 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.

Stage Preference Survey

Please indicate your preferred stage from the following three options.

- Stage 1A
- University Hall Stage
- UNITED Stage

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.

① Download the 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, who then accesses the URL from his/her own terminal to register as a deputy project manager. 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.

copyright

Organizations planning to use the stage must be aware of copyright and neighboring rights when using music and other copyrighted materials. The necessary procedures regarding copyrights vary depending on the stage on which you perform and how you use the copyrighted material. The following is an explanation of the necessary procedures for performing on the UNITED stage and for performing on other stages.

When performing on the UNITED stage

This year, the stage project to be held on the UNITED Stage will be broadcast live on the Internet (on the official SOHO Festival website). Therefore, copyright procedures must be followed when using music on the UNITED stage.

Although the Gakujitsu Committee will take care of some of the procedures for live distribution, it is necessary for each planning group to submit a list of songs to be used through the SOHO Festival online system. In doing so, you will be asked to provide information about the copyright manager and the holder of neighboring rights (record companies, etc.) to the music. Please note that depending on the music or form of music to be used, record company regulations may prohibit prior disclosure of the program.

Details of the required procedures will be provided at the first stage liaison meeting.

The Gakujitsu Committee will not act as an agent for any procedures related to copyrights other than the official live distribution. When using copyrighted works that do not fall under any of the exceptions, such as obtaining money or arranging or composing music, please ensure that the procedures are followed at the responsibility of each organization and that copyrights are not infringed.

Performances on stages other than the UNITED Stage

When a copyrighted work is used as is in a stage other than the UNITED stage, it falls under an exception under the Copyright Act, so basically no copyright procedures are required. However, when using copyrighted works that do not fall under any of the exceptions, such as earning money or arranging or composing a piece of music, please ensure that the procedures are followed at the responsibility of each organization and that the copyright is not infringed.

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.

Night Festival Performance Show

Project Outline

Various groups will perform on the UNITED Stage on the eve of the festival and the night after the festival on the second day of the main festival to add color to the school festival. The school festival will be enlivened with performances through collaboration that cannot be seen anywhere else.

Project Details

- Multiple performing groups will collaborate and perform.
- Lighting effects can be incorporated into the performance.
- Hold several meetings and rehearsals before the show, including those in charge of planning and representatives of the performing groups. Basically, the meeting will be held after the stage liaison meeting.
- The performance time of each group will be determined by discussion between the person in charge of planning and a representative of the performing group.
- If the number of groups wishing to participate exceeds the number of groups available, auditions may be held.
- The schedule of meetings and rehearsals will be communicated by e-mail or other means.

How to participate

Organizations wishing to participate should apply by accessing the application form via the QR code or URL below.



[Night Festival Performance Show Registration Form](#)

Application Deadline

May 26 (Sun.) 23:59

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 provided at the stage liaison meeting. 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. If you would like to apply for a project that does not use a stage, please refer to the application guidelines for general projects.