The May Festival Must-Have Handout

Warning

- You must not carry out actions not written on this handout or not permitted on "Certificate of Project Registration" (企画登録証). If you wish to conduct other actions not permitted by the Committee, please come to Headquarters Reception A.
- Please make sure that either manager stays at their project place, and is able to check all contacts from the Committee at all times during the festival.

When in Need of Help During the Festival



Calling the Committee

Hours: 17th (Fri.) 12:00 pm - 8:00 pm **Basic Contact:** 18th (Sat.) / 19th (Sun.) 7:00 am - 8:00 pm



***** Committee Headquarters

Location: Headquarters Reception A (本部受付A) beside Faculty of Letters Bldg. 3 You can ask questions face to face and alter the contents on "Certificate of Project Registration".

(≡ Other Contacts

Contacts below are available 24 hours from 17th (Fri.) 12:00 pm to 20th (Mon.) 12:00 pm.

Committee Headquarters Contact: 080-5805-7412

If the Basic Contact is out of hours, or not available **Emergency Contact**: **03-5841-7977**

In case of serious emergency such as accidents, fire, or injuries

! Suspension of "Inquiry" (問い合わせ)

- ※You cannot send "Inquiry" to the Committee during 17th (Fri.) 12:00 pm 20th (Mon.) 12:00 pm.
- **Please note that the Committee will send you "Inquiry" during the period. Please make sure that you can check the "Inquiry" at all times.

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1 Information

How to Use the Handouts

- Handouts for the day of the May Festival are distributed in the "Handout Envelope", which is distributed at the 3rd Information Session. The handouts can also be viewed and downloaded from the login page of the Web System.
 - » Anyone has access to the login page. If necessary, we encourage sharing these handouts to project members.
- Some of the handouts, such as important documents, will only be provided in paper form.
- "Almighty vol. Fes in English" does not include all information in the original Japanese version. In the event of any inconsistencies between the English version and the Japanese version, the Japanese version shall prevail.

Handout Envelope

• Below are the handouts we provided at the 3rd Information Session.

Document	Subject	Contents	
Almighty vol. Fes in English	All Projects	This handout is a must-have during the festival, that covers information necessary for the day before and the day of the festival. Please make sure that project managers understand the content.	
Garbage Separation Guide	All Projects	This guide contains information for garbage separation and precautions about garbage diposal. Please post this guide near garbage bags at your project place.	
Important Document Envelope	All Projects	This envelope contains important documents necessary for your project.	

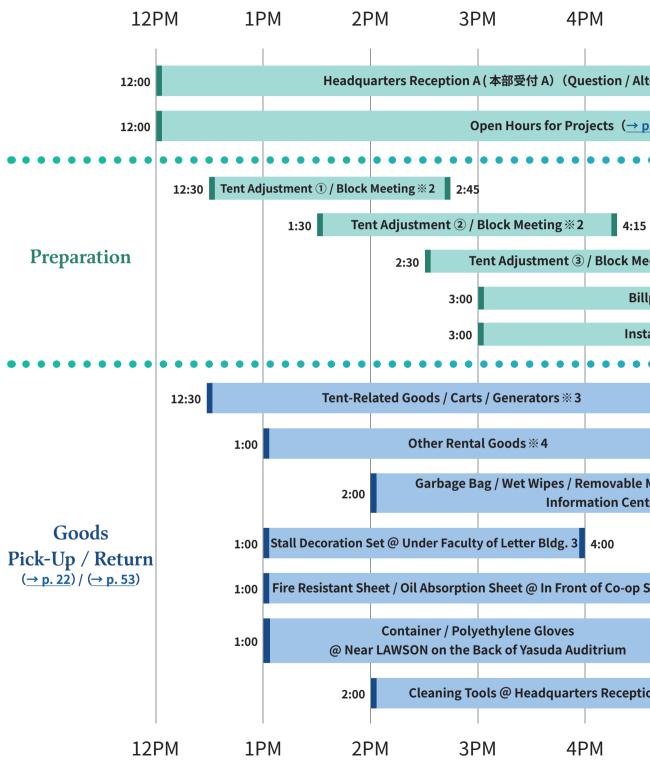
Important Document Envelope

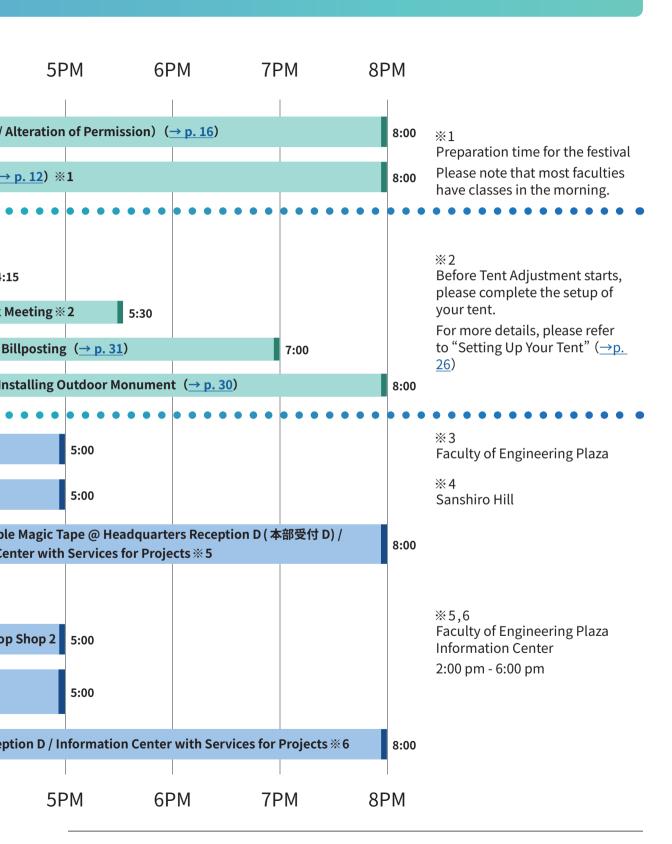
• These are documents necessary for carrying out your project on the day of the May Festival. Please make sure to bring them during the festival.

Document	Subject	Contents	
Certificate of Project Registration(企画登録証) ※Disrtibuted on Day 0 » Day 0 refers to the day before the festival, May 17th (Fri.).	All Projects	This certificate shows the permission status for applications and actions that need the Committee's permission. Please make sure that project managers understand the content and be careful not to conduct unpermitted actions. This will be translated into English and the Committee will send you the contents via "Inquiry"(問い合わせ), however the original certificate will only be provided in paper form in Japanese.	
Goods Pick-Up Card All Projects		This card shows the item / number / place / time for your goods receive from through the Committee. You must show this card when you receive the goods.	
Cleaning Check Sheet	Please refer to this sheet when you clean-up. Also, after cleaning-up, pl receive a signature and keep this ca even after the May Festival as a prot that you have fulfilled your duty.		
Certificate of Non- Subject Fire Safety Inspection Projects which are not subject to Fire Safety Inspection		This certificate shows that your project does not need to take Fire Safety Inspection during the festival.	
Temporary Staff Attendance Card All Projects		This card covers necessary information for the dispatch of Temporary Staff. You must show this card when you attend as a staff.	
Ice Ticket	Projects which bought ice from the Committee	This ticket can be exchanged for ice (Block Ice or Rock Ice) on the day of the festival.	

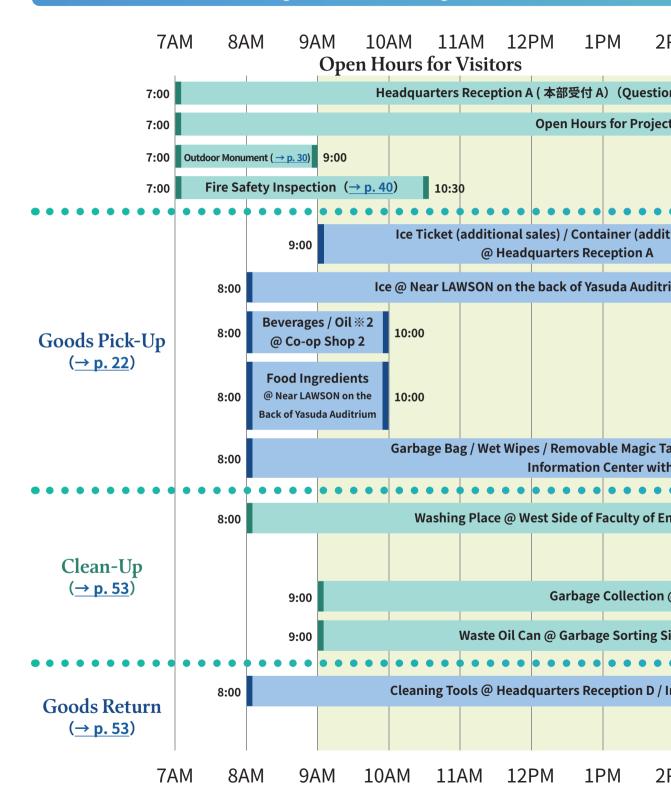
Schedule for Day 0

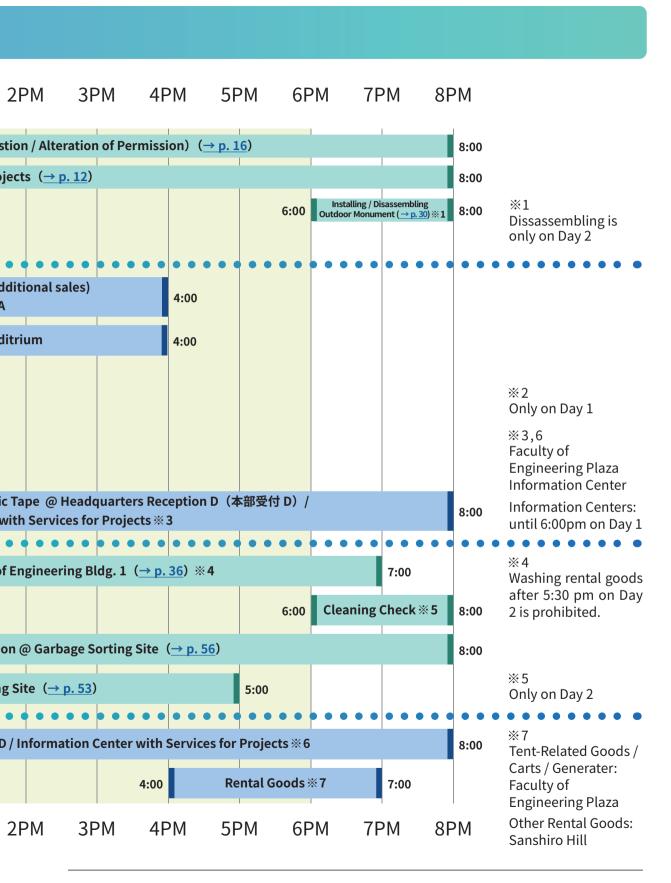
• Day 0 refers to the day before the festival, May 17th (Fri.).





Schedule for Day 1 and Day 2





Essential Matters on Carrying Out Your Project

- You must not carry out actions not written on "Almighty vol. Fes in English" or not permitted on "Certificate of Project Registration"(企画登録証).
- Please follow instructions from the Committee when you carry out your project. Projects must follow all instructions from the Committee, including the handouts the Committee has passed out, contents discussed over in "Inquiry"(問い合わせ), and warnings from the Committee during the May Festival.

Responsibilities of Project Managers

- On the day before and the day of the May Festival, please comply with "Manager Duties" (→p. 61), and fulfill your responsibilities to enable projects to comply with "Project Duties" (→p. 61).
- Please review the documents including this handout, and make sure that you follow the matters written on them.
 - » If you violate the rules, you may be subject to measures and punishment.
- On the day before and the day of the May Festival, please make sure that you always carry your mobile phones so that you can answer the calls and check the "Inquiry" (問い合わせ).
- Please let **all your project members** know about warnings and messages from the Committee.
- Please make sure that both project managers share information with each other so that each of the two can answer questions by the Committee members.

Actions that Require the Committee's Permission

- Projects can only carry out actions which are permitted on "Certificate of Project Registration".
- Please be careful especially when serving food or drink, or receiving money from visitors, which are actions that require the Committee's permission.
- Even if the actions are permitted by the Committee, when they violate the standards or the content of "Certificate of Project Registration", you may be subject to measures and punishment (→p. 62).
- Unless you are permitted by the Committee in advance, projects cannot carry out
 actions related to the May Festival outside the allocated place or time written on
 "Certificate of Project Registration".
 - » In particular, **practicing for performance or taking photos with a large number of people** is prohibited, since it interferes with the visitors.
- If you wish to alter the content on "Certificate of Project Registration" on the day before and the day of the May Festival, please come to the Headquarters Reception A(本部受付A) (→p. 16).
 - » Please note that the alterations are not necessarily permitted.
- Please refer to "3. Carrying Out Your Project" (→p. 34) for detailed precautions for other items.

In an Emergency

Emergency Contact

Emergency Contact. 03 - 5841- 7977

- In an emergency, please contact the Emergency Contact above promptly.
- In particular, the Committee will contact all emergency services or the fire department at once.
 - » If you could not avoid and had contacted them, please notify the Committee to that effect promptly.

In Each Case of Emergency

Earthquakes

- In the case of an earthquake, turn off the fire and close the main gas valve immediately.
- In the case of an earthquake with an intensity over 4 or long earthquake with an intensity 3 or less, please suspend your project.
 - » Even in other cases, when the Committee instructs you to suspend your project, please follow the instructions.
- After the suspension of the project, please do not restart the project until the Committee instructs you to.
- In the case of a strong earthquake with an intensity over 5-, please evacuate to the nearest shelter following instructions by the Committee.
- In the case of an earthquake with an intensity over 5+, the May Festival will be discontinued.
- In the case of an earthquake, as long as there are no severe injuries or fire, there is no need to contact the Committee.

Fire

- Please contact Emergency Contact immediately and report the place, the project name, and the situation.
 - » When you consider the situation dangerous, please call the fire department directly. **If you have** done so, please notify the Committee that you had called the fire department.
- Please shout out to people around you to notify them of the fire and keep visitors and project members safe.
- Please use the fire extinguisher to bring the fire under control if possible.
- Projects around the fire are required to suspend and close the main gas valve.
- After the suspension of the project, please do not restart the project until the Committee instructs you to.

Injured / Drunk Person

- Please direct the injured and drunk to the nearest Information Center. If difficult, please contact the Committee for instructions.
 - » When you consider the situation dangerous, please call the emergency services directly. **If you have** done so, please notify the Committee to that effect.

Incidents such as Assault, Theft, and Suspicious Person or Object

- Please contact Emergency Contact for instructions.
- · Consider your safety as top priority.

Stormy Weather

• In a stormy weather, some restrictions may be put on carrying out the projects. Please follow the instructions by the Committee.

Campus Management System

- During the festival, campus and projects will all be managed by the May Festival Standing Committee.
- To ensure the festival's stable operation and the safety of the campuses, the Committee may give orders even on actions that are not directly related to the projects' affairs.

Open Hours for Visitors

Period 18th (Sat.) / 19th (Sun.) 9:00 am - 6:00 pm

 The festival for campus and online are open for visitors from 9:00 am to 6:00 pm on both days.

Open Hours for Projects

Period 17th (Fri.) 12:00 pm - 8:00 pm 18th (Sat.) / 19th (Sun.) 7:00 am - 8:00 pm

- On the 17th (Fri.), projects are allowed to be on campus from 12:00 pm to 8:00 pm to prepare for the festival.
 - » Please note that most faculties have classes in the morning.
 - » If your project needs to start preparing before 12:00 pm, please explain the reason and ask the Committee via "Inquiry" (問い合わせ) in advance.
- On the 18th (Sat.) and 19th (Sun.), projects are allowed to be on campus from 7:00 am
 to 8:00 pm for affairs related to the May Festival.
 - » On both days, all project members must leave the campus by 8:00 pm unless the Committee has given permission in advance. However, on the last day of your project, if you do not complete restoring your assigned area to its original state by 8:00 pm, you will need to stay on campus until that is finished.
- Projects are not allowed to clean up their area after the 20th (Mon.). Please finish your clean-up on the 19th (Sun.).

Open Hours of Facilities

Period 17th (Fri.) 1:00 pm - 7:00 pm 18th (Sat.) / 19th (Sun.) 8:00 am - 7:00 pm

- Some facilities have different open hours.
- On the 17th (Fri.), projects can use indoor facilities managed by the Committee from
 1:00 pm to 7:00 pm in general.
- On the 18th (Sat.) and the 19th (Sun.), projects can use indoor facilities managed by the Committee from 8:00 am to 7:00 pm.
 - » However, since the Committee will start unlocking doors from 8:00 am, please note that some rooms will not be open yet at exactly 8:00 am.

Management of Gates and Vehicle Entries

 During the festival, gates and vehicle entries will be managed by the May Festival Standing Committee. Please check the notes below and notify your project members as well.

Gates

- On the 18th (Sat.) and the 19th (Sun.) from 8:30 am to 9:00 am, the opening ceremony will be held at the Main Gate.
- Accordingly, there will be restrictions on entering the Main Gate. Please enter via other gates during the restricted hours to avoid congestion.
 - □ 8:00 am 8:30 am: Only the sub gate on the south side is open.
 - 8:30 am 9:00 am: Entry is restricted for a part of the time, and only open to the Red Gate Area.
 - 9:00 am 9:15 am: Only the sub gate on the north side is open, and only open to the Blue Area.

Vehicle Entries

- Projects' vehicles can enter the campus during 12:00 pm 7:30 pm on 17th (Fri.) and
 7:00 am 7:30 pm on 18th (Sat.) and 19th (Sun.).
- During the festival, vehicles cannot enter the campus without the Committee's permission. If your project needs to bring in vehicles onto the campus, please do so according to your "Certificate of Project Registration" (企画登録証).
 - » If, during the festival, your project needs to use a vehicle in a way that has not been permitted, please inform the Committee at Headquarters Reception A ($\rightarrow p. 16$).
- During the festival, riding bicycles and scooters on campus is prohibited.

Media Inquiries

- Any media inquiries on the May Festival require the Committee's permission, even if the interview is for a certain project.
 - » Media inquiries include taking photos and videos for video sharing services (e.g. YouTube) or other public social media.
- Media reporters approved by the Committee will have a "Press Pass (取材許可証)" down their neck. When accepting a media inquiry, please make sure that the person has their "Press Pass".
 - » Do not accept inquiries from media that do not have a "Press Pass".
- Ask the Committee for help if you have any questions or troubles about media inquiries.

Precautions

Eating and Drinking

 Visitors can eat or drink indoors only at projects place, restaurants or stores that serve food and drink.

Smoking

• During the festival, **smoking is prohibited** both indoors and outdoors on campus. The outdoor smoking area is not available for use.

Alcohol

- The Committee required all projects to follow the "Alcohol Pass System" (アルコールパスポート制度) in order to prevent any trouble such as underage drinking. Please read "Notes on Alcohol" on the Official Website for details of the "Alcohol Pass System".
- Projects can serve alcohol only if it is requested and permitted by the Committee.
- Do not bring in alcohol on campus unless your project serves them for visitors.



Notes on Alcohol

Purchasing Alcohol

- When purchasing alcohol on campus during the May Festival, keep in mind the following.
 - » Wear a "Visitor Alcohol Pass" wristband when purchasing or carrying alcohol on campus.
 - » You also need the wristband when purchasing alcohol in stores (e.g. convenience stores) on campus.
- Visitor Alcohol Passes are issued at all Information Centers. To receive one, you will need your ID with a face photo to confirm your age.
 - » Visitor Alcohol Passes can be re-issued at all Information Centers. To re-issue one, you will need your old Visitor Alcohol Pass and your photo ID to confirm your age.
- Each person can receive only one Visitor Alcohol Pass at a time.
- Visitor Alcohol Passes become invalid when cut off, given to another person, all check boxes are crossed, and when the Committee considers it dangerous for the possessor to drink any more alcohol (such as when they are excessively intoxicated).

Theft

- Thefts are common every year at May Festival. Please prevent thefts on your responsibility by always keeping valuables with you and putting belongings where you can see them.
 - » Please note that theft is especially common in empty waiting rooms when preparing and cleaning up.
- When reporting a theft to the police, please inform the Committee in advance.
- Please note that the Committee will bear absolutely no responsibility for thefts.

Lost Items / Lost Children / Accessibility

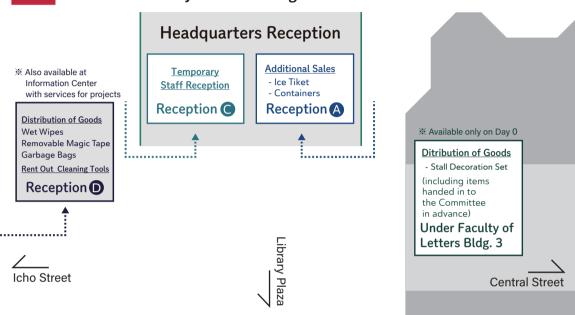
- When you find lost items, please bring them to the nearest Information Center.
- When someone is looking for their lost belongings, please advise them to go to the nearest Information Center as well.
- When you find someone who is lost or needs accessibility support, please help them get to the nearest Information Center.

Where to Find the Committee

 \times For detailed place, please refer to "Campus Map" (\rightarrow p. 68).

Committee Headquarters

Place Next to the Faculty of Letters Bldg. 3



Headquarters Reception A

Services

- Answer questions about your project
- » Please feel free to call the Basic Contact (→p. 19) for help. During the festival, "Inquiry" (問い合わせ) will not be available.
- Answer questions on activities that require the Committee's permission
- » If you wish to alter your registrations about actions that require permission, please bring your "Certificate of Project Registration" (企画登録証) to the office.
- Sales of Ice Tickets (Same-Day) and Containers During the Festival
- » We do not have much stock, and there are some conditions to fulfill. Please refer to "Goods Pick-Up" (→p. 22) for more details.

Headquarters Reception C

• Procedures regarding Temporary Staff will be done here.

Headquarters Reception D

 Projects can borrow cleaning tools and receive garbage bags here. Please refer to "Goods Pick-Up" (→p. 22) and "Goods Pick-Up Card" for more details.

Garbage Sorting Site for Projects

Place In Front of Co-op Shop No. 2 on the South Side of Yasuda Auditorium

- We will collect garbage from projects and give out additional garbage bags here.
- As a basic rule, we will not collect garbage that is not registered on your "Certificate of Project Registration" (企画登録証).
- All garbage from projects during the festival will be gathered here. Do not throw away
 your project's garbage in regular garbage cans or garbage site owned by the
 University, or in Garbage Stations for visitors.
 - » However, garbage from eating or drinking that is unrelated to your project should be thrown away at Garbage Stations for visitors.

Information Centers for Projects

Place Faculty of Medicine Plaza Information Center (医学部広場案内所)
Faculty of Engineering Plaza Information Center (工学部広場案内所)
Faculty of Agriculture Information Center (農学部案内所)

- Projects can borrow cleaning tools and receive garbage bags here.
 - » Please refer to "Goods Pick-Up" (→p. 22) and "Goods Pick-Up Card" for more details.
- The Information Centers for Projects cannot answer your questions about your project. Please call the Basic Contact or come to Headquarters Reception A.

Other Places to Find the Committee

Other Information Centers

- There will be several Information Centers for visitors, although they are not available for project support.
- Information Centers will give out Official Brochures, deal with lost items and children, the issue of the Alcohol Passport, give accessibility support, and answer questions from the visitors. If you find a visitor who needs help, please help them get to the nearest Information Center.
- If you have questions about your project, please call the Committee on the phone (→p. 19) or come to Headquarters Reception A, not the Information Centers.
 - » Please check the "Campus Map" (→p. 68) to see where Information Centers are located.

Washing Place

 We will set up a washing place for the purpose of hygienic food and drink service. Please refer to "Precautions on Food and Drink Service" (→p. 34) for more details.

How to Contact the Committee

 If you have questions about your project, please call the Committee on the phone or come to Headquarters Reception A.

Phone Contact

 We strongly recommend that both managers add the following three numbers on their phones.

Basic Contact

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Hours 17th (Fri.) 12:00 pm – 8:00 pm
18th (Sat.) / 19th (Sun.) 7:00 am – 8:00 pm
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Basic Contact. (

- As a basic rule, please call the number above when you want to contact the Committee on the phone during the festival.
- The contact address of the Committee member on support during the festival varies depending on the project. Make sure that you have the right number, and write it down on this page and on the cover of this handout.
- The Committee member may not be able to take your call outside of the open hours above.

Committee Headquarters Contact

Hours 17th (Fri.) 12:00 pm – 20th (Mon.) 12:00 pm

※ Available 24 hours during the festival.

Headquarters. 080 - 5805 - 7412

- Please call this number in the following cases:
 - When the Basic Contact is not taking your call
 - When you want to contact the Committee outside of the available hours of both the Basic Contact and Headquarters Reception A
 - When you want to contact the Committee urgently, but excluding serious emergencies such as accidents, fire or injuries

Emergency Contact

Hours 17th (Fri.) 12:00 pm - 20th (Mon.) 12:00 pm

* Available 24 hours during the festival.

Emergency Contact. 03 - 5841- 7977

- Call this number when there is a serious emergency, such as accidents, fire, or injuries.
- Do not call Emergency Contact for other purposes.
 - » Please do not call Emergency Contact even if the Committee member on support during the festival or the Headquarters are not taking your call, unless it is a serious emergency.

Visiting the Headquarters

Hours 17th (Fri.) 12:00 pm - 8:00 pm 18th (Sat.) / 19th (Sun.) 7:00 am - 8:00 pm

- At Headquarters Reception A, we will answer questions about carrying out your project.
- If you wish to alter your registrations about actions that require permission, please bring your "Certificate of Project Registration" (企画登録証) to Headquarters Reception A.
- Please refer to "Where to Find the Committee" (→p. 16) for more details.

Inquiries

- ・ Projects cannot send "Inquiries" (問い合わせ) to the Committee from 17th (Fri.) 12:00 pm to 20th (Mon.) 12:00 pm.
- The Committee will still send you important notices via Inquiry in the period above. Please be able to check your "Inquiry" at all times on your phones or other devices.
 - » From two days before the festival to the end of the festival, the Committee will send you important notices about the following day's procedures at night. Please make sure to check them.
- When contacting the Committee before 17th (Fri.) 12:00 pm or after 20th (Mon.) 12:00 pm, please use the "Inquiry". If you wish to talk on phone or in person, you must make an appointment via "Inquiry" in advance.

Temporary Staff Dispatch

Notes

- The Temporary Staff member from your project does not need to be your project manager.
 - » Project managers must share information about the Temporary Staff dispatch system written in this handout with the Temporary Staff member.
- A Temporary Staff member should wear clothes and shoes that they do not mind getting dirty, and are easy to move around in.
- They must bring their "Temporary Staff Attendance Card" to the reception.
- There are no places to put belongings during their duty, so they must only bring their minimum necessary valuables with them.
- In case the Temporary Staff member cannot attend on the assigned time, please call
 Temporary Staff Support (080-5805-7444) or come to Headquarters Reception C (→p.
 17) immediately.
 - » Open hours of Temporary Staff Support and Headquarters Reception C are 17th (Fri.) 12:00 pm 8:00 pm and 18th (Sat.) / 19th (Sun.) 7:00 am 8:00 pm.
- Not dispatching Temporary Staff could lead to punishment on your project.

At the Beginning of Duty

- The Temporary Staff member should come to Headquarters Reception C on the time written on their "Temporary Staff Attendance Card". We will assign tasks at the reception.
 - » They must bring their "Temporary Staff Attendance Card" to the reception.
- Please come to duty on time. Late attendance may be considered absent.

At the End of Duty

- After finishing their duty, a Temporary Staff member needs to return to Headquarters
 Reception C and receive a "Certificate of Unit Completion" (単位消化証明書).
 - » This certificate confirms that your project has completed its duty of dispatching Temporary Staff, so please keep this with you even after the festival is over until your Project Guarantee Deposit is returned.
- Please note that the time of duties may be extended or shortened a little.

Goods Pick-Up

- In principle, please bring your "Goods Pick-Up Card" with you when you pick your goods.
- Please make sure that you pick-up all the goods at once at each pick-up place.
- Please refer to the "Goods Pick-up Card" for a map of the area around pick-up place.

Day 0

* You cannot receive beverages, oil, food, ice, or waste oil can.

Items	Place	Time
Rental Goods (Tent-Related Goods / Carts / Generators)	Faculty of Engineering Plaza	12:30 pm – 5:00 pm
Other Rental Goods	Sanshiro Hill	1:00 pm – 5:00 pm
Fire Resistant Sheet / Oil Absorption Sheet	In Front of Co-op Shop 2	1:00 pm – 5:00 pm
Containers / Polyethylene Gloves	Near LAWSON on the back of Yasuda Auditorium	1:00 pm – 5:00 pm
Stall Decoration Set (including those handed in to the Committee in advance)	Under Faculty of Letters Bldg. 3	1:00 pm – 4:00 pm
Domovahla Magic Tono	Headquarters Reception D	2:00 pm – 8:00 pm
Removable Magic Tape Wet Wipes	Faculty of Engineering Plaza Information Center	2:00 pm – 6:00 pm
	Headquarters Reception D	2:00 pm – 8:00 pm
Garbage Bags	Faculty of Engineering Plaza Information Center	2:00 pm – 6:00 pm
	Headquarters Reception D	2:00 pm – 8:00 pm
Cleaning Tools	Faculty of Engineering Plaza Information Center	2:00 pm – 6:00 pm

Day 1 and Day 2

In principle, you cannot receive rental goods, fire resistant sheet, oil absorption sheet or Stall Decoration Set on Day 1 and Day 2.

Items	Place	Time	
Beverages / Oil ※ only on Day 1	In Front of Co-op Shop 2	8:00 am – 10:00 am	
Food	Near LAWSON on the back of Yasuda Auditorium	8:00 am – 10:00 am	
Ice **bring Ice Ticket	Near LAWSON on the back of Yasuda Auditorium	8:00 am – 4:00 pm	
Ice Ticket (additional sales) *bring cash (no change)	Headquarters Reception A	9:00 am – 4:00 pm	
Containers (additional sales) *bring cash (no change)	Headquarters Reception A	9:00 am – 4:00 pm	
	Headquarters Reception D	8:00 am – 8:00 pm	
Garbage Bags	Faculty of Engineering Plaza Information Center	Day 1 8:00 am – 6:00 pm Day 2 8:00 am – 8:00 pm	
	Garbage Sorting Site **only for additional distribution	9:00 am – 8:00 pm	
Waste Oil Can	Garbage Sorting Site	9:00 am – 5:00 pm	
Removable Magic	Headquarters Reception D	8:00 am – 8:00 pm	
Tape / Wet Wipes	Faculty of Engineering Plaza Information Center	8:00 am – 6:00 pm	
	Headquarters Reception D	8:00 am – 8:00 pm	
Cleaning Tools	Faculty of Engineering Plaza Information Center	Day 1 8:00 am – 6:00 pm Day 2 8:00 am – 8:00 pm	

Notes

Waiting Room

- Please request unlocking at Headquarters Reception A when you begin to use the waiting room. The waiting room will be unlocked accompanied by the Committee member.
- Please be sure to keep to the time limit. When you finish using the room, the accompanying Committee member locks the room.
 - » Please be sure to take a "Cleaning Check" (→p. 58) before returning the room with reference to the "Cleaning Check Sheet".

Rental Goods

- Distribution place and time are different according to rental goods. Please make sure to refer to "Goods Pick-up Card".
- Please make sure that you come to pick up the rental goods with **enough people** according to the amount of rental goods.
- Please note that you may be asked to pay for any damage or loss of rental goods.
- If you discover any malfunctions or defects before usage, please contact the Committee immediately.

Beverages

• Once you receive beverages, you cannot return the leftovers after the festival.

Ice

- Please cut the ticket **to each piece** prior to using the "Ice Ticket" distributed at the 3rd Information Session.
 - » "Ice Ticket" distributed at the 3rd Information Session is in a two day batch.
- If you want to purchase additional ice, please purchase an "Ice Ticket" at Headquarters Reception A and pick it up in exchange for an "Ice Ticket" at the distribution place (Near LAWSON on the back of the Yasuda Auditorium).
- Payment can be made in cash only. Please prepare the exact amount of cash.
- The amount of additional ice available for sale on the day of the festival is limited and may sell out early.
 - » Please note that if we sell out the ticket, you will not be able to purchase additional ice through the Committee and you will need to get ice on your own.
- Please keep your unused "Ice Ticket" as they will be refunded after the festival.

Items	Selling Unit	Price (including tax)	Size
Block Ice (for coolers)	3.75kg	¥400	12cm×12cm×26cm
Rock Ice (for beverage)	4kg	¥650	

Containers (Additional Sales on the Day of the Festival)

- Only the containers listed in the table below can be purchased additionally at Headquarters Reception A.
- Payment can be made in cash only. Please prepare the exact amount of cash.
- The amount of additional containers available for sale on the day of the festival is limited and may sell out early.
 - » Please note that if we sell out containers, you will not be able to purchase additional containers through the Committee and you will need to get containers on your own.

Items	Selling Unit	Price (including tax)	Size
Square Tray	100	¥880	220mm×150mm×25m
Round Tray	100	¥880	Ф180mm×20mm
Deep Tray	100	¥880	Ф160mm×55mm
Tray With Lid	100	¥1,951	127mm×171mm×52mm
Paper Cup	100	¥660	211mL
Paper Bags for Churros	100	¥399	240mm×90mm
Paper Bags for Burgers	100	¥178	120mm×122mm
Chopsticks	100	¥263	210mm

Cleaning Tools

- Brooms, dustpans, and mops are available for rent.
- One piece for each tool is available.
 - » Since there are only a limited number of them, we recommend that you bring your own cleaning tools.
- Please return them to the place where you borrowed them promptly after use.

Setting Up Your Tent

- The time varies depending on the place of the project. Please be sure to keep to the schedule of your project.
 - » These times are approximate and may vary slightly.
- Please gather at the project's place at the starting time of the "Tent Adjustment" and the "Block Meeting".
- The Committee member will tell you the starting time of the "Block Meeting" during the "Tent Adjustment".

Check	Outdoor Block	Pick-Up Tent-Related Goods	Tent Adjustment / Block Meeting
	Beside Faculty of Engineering Bldg. 14 B	12:30 pm - 1:30 pm	1:30 pm - 2:45 pm
	Faculty of Engineering Plaza B	1:30 pm -2:30 pm	2:45 pm - 4:15 pm
	Faculty of Engineering Plaza C	2:30 pm - 3:30 pm	4:00 pm - 5:30 pm

Pick-Up of Tent-Related Goods and Tent Adjustment

- Please receive tent-related goods and finish the tent assembly by the starting time of the Tent Adjustment.
- Please refer to the picture of the tent place sent via "Inquiry" in advance and set up your tent at the place assigned to your project.
- The position of your tent is arranged in the Tent Adjustment. Please do not spread the
 fire resistant sheet until the end of the Tent Adjustment in order to be able to move
 your tent. Please install your equipment after the Tent Adjustment.

Tent Adjustment

- In the "Tent Adjustment", the tent position of your project is arranged for each block.
- Please gather at the project place with 4 or more people in order to move your tent at the starting time of the Tent Adjustment.
 - » The time of the Tent Adjustment is approximate. Committee members may be a little late due to the timetable, but please remain at the project place.
- In case where you are instructed by a Committee member to adjust the position of your tent, please follow the instructions from the Committee member for arranging the positions of your tent.

Block Meeting

- In the "Block Meeting", project managers in the same block and Committee members check the required information for carrying projects on the day of the May Festival.
- Committee members will tell you the gathering time and place of the Block Meeting during the Tent Adjustment.
- Please make sure that one of the project managers is at the gathering place by the time the Block Meeting begins, though you can leave the project place if there is time between the end of the Tent Adjustment and the Block Meeting.
- The Block Meeting will begin even if some projects are absent at the gathering time. We will bear absolutely no responsibility for any disadvantage due to absence.
 - » In the unlikely event that you miss the Block Meeting, please call the Basic Contact or come to Headquarters Reception A.

The Flow of the Block Meeting

• After all project managers in the block have gathered, please conduct a meeting in the following order with the Clean-Up Responsible Project.

1. Receive "Certificate of Project Registration" from the Committee member in charge

• Please receive a "Certificate of Project Registration" from the Committee member in charge of each block.

2. Assign a cleaning area

- Please check the cleaning area of each block described in "Cleaning Check Sheet" and divide the cleaning area among projects in the block at the discretion of the Cleaning Responsible Project.
- Please note that areas not used as project place such as visitor flow lines and bushes, may also be included in the cleaning area.
- To prevent troubles, the Committee recommend recording the division of cleaning area with photos, etc.

3. Check the flow of the Cleaning Check and the means of communication between projects

- Please check the flow of the Cleaning Check (→p. 58) among project managers.
- Please check the means of communication between projects.
 - » It is needed when a Non-Responsible Project requests the Cleaning Check to the Cleaning Responsible Project.
 - » Contact information of each project is described in "Cleaning Check Sheet".

Precautions on Setting Up Your Tent

Stall Decoration Set

- Put up the decoration set before you raise the tent.
- Please refer to "How to Put Up Stall Decoration Set"
 (→p.66) for instructions.

Certificate

- Either "Certificate for the Use of Fire Equipment" or "Certificate for the Use of Heat-Generating Electric Appliances" given at the Fire Safety Inspection must be put up.
- Projects that do not use fire equipment or heat-generating electric appliances must put up "Certificate of Non-Subject Fire Safety Inspection".

Panel Stands

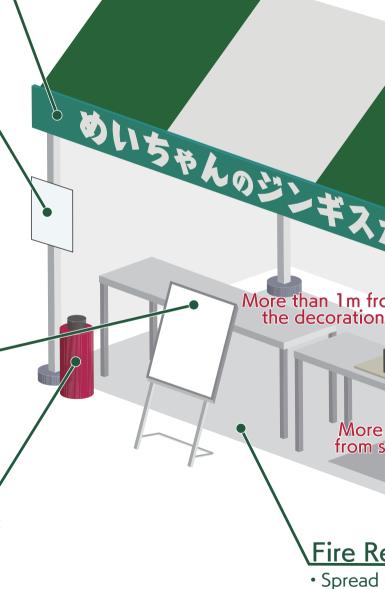
- Install them just beside your project place.
- Store inside the tent overnight.

Fire Extinguisher

- Must be easily accessible from both inside and outside the tent
- Make sure that the safety pin is inserted.

Tent

• Projects with food and drink service must always put up curtains on 3 sides.



setting up

Fire Equipment

- Make sure that the correct way is up.
- Fire equipment must not be set outside the tent.
- Keep enough distance between each equipment (more than 15cm), side curtains, and stall decoration.

Heat Insulating Plate

 Make sure that all parts of the table touching the fire equipment is covered with the plate.

Propane Gas

- Must be fixed to the legs of the tent or table.
- Please prepare your own duct tape or bailing twine.
- Keep them fixed overnight.
- Make sure that the gas tank, gas hose, and the fire equipment is connected to avoid gas leak.

Oil Absorption Sheet

- Make sure that the gray side is up.
- Must be placed on the fire resistant sheet.

ore than 30cm m side curtains

from

on

Resistant Sheet

ad the sheet after up your tent.

Installing Outdoor Monument

Period 17th (Fri.) 3:00 pm - 8:00 pm 18th (Sat.) 7:00 am - 9:00 am / 6:00 pm - 8:00 pm 19th (Sun.) 7:00 am - 9:00 am

- Outdoor monuments not permitted on the "Certificate of Project Registration"(企画 登録証) or dangerous monuments may be moved and disposed of at the discretion of the Committee
- Please do not move the monument or install a new one without special instructions from the Committee during the open hours for visitors to avoid injuries.
- Please be sure to include **your project ID and phone number of the manager** on the monument.
- Please install outdoor monuments securely so as not to let them fall over by the wind.
 Please fix the panel stands by the weight over 36 kg and the signboard by the weight over 54 kg per one plywood.
 - » You cannot use plastic bottles as weights.
- Please do not tie monuments to the facilities managed by the University such as trees, streetlights, electric lights or stick them to the ground.

Billposting

- Putting up posters indoors is possible from 3:00 pm on Day 0.
 - » Posters put up before this time may be removed by the Committee without prior notice.
- You can only put up posters on walls and floors of indoor facilities that will be used in the May Festival.
 - » Facilities used during the festival are the ones colored in darker gray on the "Campus Map" (→p.
 68) .
 - » Please do not put up posters inside the Faculty of Engineering Bldg. 4, the Head Administration Office of Engineering (Reppin-kan), and Yayoi Auditorium.
 - » You cannot put up posters on facilities outside the campus.
- Please remove posters your project put up after the festival.
 - » Please remember where you have placed your posters.
- When putting up decorations, please use tape or the like that does not damage the facility.
 - » The Committee recommends that you use "Removable Magic Tape" that will be distributed during the May Festival.
- Use of tapes with excessively strong adhesion, such as curing tape and duct tape is prohibited.
- Posters on the floor or on the verge of peeling off may be removed and disposed of by the Committee members without warnings.
- Please do not put up on the places listed below.

Places where posters are prohibited

- Glass
- Equipment in classroom
- Restroom
- Disaster prevention equipment
- Stair handrail
- Floor
- Ceiling
- Outer wall of building
- Lightbulb
- In and near installations of the Committee

Precautions Overnight

Clean-Up of your Project Place

- · Please lower the tent at night.
- All items inside the tent should be moved to the center of the tent. Tent must have a curtain on all four sides.
- Please store panel stands inside the tent overnight and install them again the next day in order to prevent them from being stolen.
- All fire equipment must be turned off and gas hoses must be disconnected.
- Electrical appliances must be unplugged.
- Propane gas tank and fire extinguishers must never be laid down and should be kept standing.
 - » Propane gas tank must be fixed to a leg of a table.

Storage of Food, Beverages, and Cooking Tools Overnight

- In principle, do not leave any food at the project place overnight. From a hygienic perspective, the Committee may confiscate them.
 - » However, **food that is unopened and possible to be stored at room temperature** are permitted to be stored at the project place overnight.
- If the Committee finds any cooking tools not allowed by the Committee such as knives (kitchen knives, food mixers, food processors, and scissors for cutting food), the Committee may confiscate them.
- In principle, the Committee will not return any of the items confiscated. The
 Committee will not bear any responsibilities on disadvantages caused by the
 confiscations.

Memo

3 Carrying Out Your Project

Precautions on Food and Drink Service

Subject Project with food and drink service

Basic Precautions

- Please do not handle any food or drink in ways different from those written on the "Certificate of Project Registration" (企画登録証).
 - » The use of ingredients not registered in advance or cooking procedures different from your registration are strictly prohibited. From a hygienic perspective, the Committee may take measures such as confiscating food and cooking tools.
- In principle, do not leave any food or drink at the project place overnight. From a hygienic perspective, the Committee may confiscate them.
 - » However, **unopened items which can be stored at room temperature** are permitted to be stored at the project place overnight.
- If the Committee finds any prohibited cooking tools such as knives (kitchen knives, food mixers, food processors, and scissors for cutting food), the Committee will confiscate them.
- In principle, the Committee will not return any of the items confiscated. The Committee will not bear any responsibilities caused by the confiscations.

Food Preparation and Storage

- Items that cannot be stored at room temperature must be purchased on the mornings of Day 1 and 2 respectively.
- Please make sure that the lid of food storage is shut completely in order to avoid dust from entering the storage.
- Please make sure that items that cannot be stored at room temperature are stored in the method approved by the "Certificate of Project Registration" until just before the cooking procedure.
- Do not defrost frozen items until just before the cooking procedure. Also, when
 defrosting, do not defrost at room temperature, but defrost them gradually in a
 cooler.
- Defrosted items must be used up immediately, and do not refreeze any items.

Selling Food

- · All "Preparation" is prohibited.
 - » Preparation refers to making food beforehand and leaving them there until it gets ordered.
 - » Selling food at other places (selling while walking around) and selling food that was cooked a long time ago are also taken as "Preparation", and are prohibited.
- Leftovers of food and solid items must be disposed of as food waste. Do wash them away at the Washing Place.
- Visitors may have allergies. The Committee strongly encourages projects to be able to answer any questions related to food allergies.

Preparing the Cooking Environment

Hygienic Condition of Cook

- Cut your fingernails to an appropriate length.
- Cooks with long hair must tie their hair before cooking.
- · Wear an apron, a kerchief, and a mask.
- Cooks must wear polyethylene gloves when touching food.
 - » Please change polyethylene gloves regularly.
- Cooks must wash and sanitize their hands and keep them clean and hygienic.
- Persons with wounds on their hands or persons not feeling well must not cook.
- Cooks must not handle money.

Cooking Place and Tools

- When cooking, please refer to "Precautions on Setting Up Your Tent" (→p. 28) and put
 up tent curtains on both sides and the back of your tent.
- Please use clean cooking tools, and sanitize them regularly when use.
- The Committee strongly recommends you take your garbage to the Garbage Sorting Site (集積場) regularly when the garbage bags are full.
 - » In particular, garbage involving with food waste may lead to hygienic problems if left for a long time. Please carry them to the Garbage Sorting Site as frequently as possible. Do not leave them at your project place during the night.

Washing Place

Place West side of Faculty of Engineering Bldg. 1

Time 18th (Sat.) / 19th (Sun.) 8:00 am - 7:00 pm

- We will set up Washing Places for hygienic food and drink service.
 - » Although there are other Washing Places, the closest Washing Place for your project is the one written above.
- Do not wash away any solid items. When jammed, please contact the Committee.
- Do not do any washing process at other places.
- · Water from the Washing Place must not be used for cooking.
- After open hours for visitors, the Washing Place is expected to be crowded. To avoid congestion, after 5:30 pm on Day 2, washing rental goods at the Washing Place is prohibited. Wipe your rental goods with a wet cleaning cloth.

Use of Fire Equipment

Subject Project with fire equipment, heat-generating electric appliances, or generators

- When using fire equipment, heat-generating electric appliances, or generators, your project must take Fire Safety Inspection on the morning of each day.
- Do not use your fire equipment, heat-generating electric appliances or generators before the Fire Safety Inspection.
 - » Do not use your fire equipment for the purpose of an operation check on the day before the May Festival.

Fire Equipment / Heat-Generating Electric Appliances

- You are permitted to use only the fire equipment and heat-generating electric
 appliances rented via the Committee or ones permitted on the "Certificate of Project
 Registration" (企画登録証).
- Please prepare fire ignition tools on your own.
- When using them, make sure that at least one person is at the project place.
- Projects that involve grilling or stir frying must prepare a bowl or a bucket with water on your own to get rid of the cinder.
 - » It is possible to carry the cinder in a bucket with water to the Garbage Sorting Site but it may cost you more time for disposal. We strongly recommend that you filter out the cinder with a strainer before carrying it to the Garbage Strong Site.
- When using a portable stove, make sure that the cassette cylinder part does not get hot.
 There is a danger of explosion.
- If a fire breaks out, shout out to people around you to notify them of the fire, use the fire extinguisher to bring the fire under control, and contact the Emergency Contact (03-5841-7977) immediately.

Generators

- The gasoline cans provided with the generators are used to purchase and transport fuel (regular gasoline) for the generators.
- Each project must purchase the gasoline for fuel on their own at a gas station each morning.
- Do not leave the gasoline can with gasoline still in it overnight. Referring to the tank capacity of the generator and the amount of time it can run continuously, please purchase just enough to use up in a day.
- When you go buy gasoline, please bring the gasoline can and ID cards which verify
 your address such as car license or insurance card. Please note that student ID cards
 are not accepted as ID cards.
- When purchasing, you must describe your information and purpose of purchase on a specified paper.

Gas Station Near Hongo Campus

• The following information is that of April 25th (Thu.). Please call each gas station directly for the latest information.

Idemitsu Hongo Gas Station

- Place: 1-7-11, Mukougaoka, Bunkyo-ku
- Open Hours: 8:00 am 12:00 pm

Eneos Ueno Doubutsuen Mae SS

- Place: 4-15-2, Ikenohashi, Taito-ku
- Open Hours: 9:00 am 5:00 pm (Saturday only)

How to Refuel Gasoline



- ** Be sure to stop the engine, make sure there are no open flames around the generator, and refuel it in a well-ventilated area.
- 1. Loosen the screw a little and lower the pressure inside the can.
 - » Wait until the hissing noise stops (wait for 10 15 seconds if there was no noise).
 - » It is dangerous to remove the cap first, as the pressure may cause the gasoline to blow out.
- 2. Loosen the screw completely and pull out the nozzle completely from the can
- 3. Pull out the cap of the tip of the screw
 - » Please be careful not to lose the cap.
- 4. After removing its cap, firmly attach the nozzle to the can.
- 5. Insert the nozzle into the fuel filler of the generator and refuel
- 6. After refueling, put the lid back from the cap to the screw.
 - » You must not leave the gasoline can with the lid open.

When in Trouble

- When gasoline is spilled
 - » Turn off all fire equipment immediately and call the Committee member. Follow the instructions of the Committee member, and after wiping the gasoline with a cloth, wait for the ground to dry and the smell to disappear.
- When the generator does not work properly
 - » Please call a Committee member in case the generator behaves strangely, such as making a strange noise.
- · When the generator gets hot
 - » Immediately restarting the generator may cause it to become too hot and break. Please wait until it gets cool enough before starting it up again.

Fire Safety Inspection

Subject Projects with fire equipment, heat-generating electric appliances, or generators

Time 18th (Sat.) / 19th (Sun.) 7:00 am - 10:30 am

- ※ Projects without any fire equipment must put up the "Certificate of Non-Subject Fire Safety Inspection" (火気点検非対象企画証) distributed at the 3rd Information Session on the tent pole.
- Projects that use fire equipment, heat-generating electric appliances, or generators must set them up in the way "Fire Safety Inspection Criteria" writes below, and must take Fire Safety Inspection from the Committee member with a blue armband.
- Until the Committee member puts up the "Certificate for the Use of Fire
 Equipment" (火気器具使用許可証) or "Certificate for the Use of Heat-Generating
 Electric Appliances" (発熱電気機器使用許可証) which shows that the Fire Safety
 Inspection is done for your tent, any use of fire equipment, heat-generating electric
 appliances, or generators are prohibited. Any use of fire equipment before the
 inspection may be subject to measures or punishment.
- Do not remove or reposition of the "Certificate for the Use of Fire Equipment" or the "Certificate for the Use of Heat-Generating Electric Appliances" that the Committee members put on the tent pole.
- Many projects tend to take the inspection from 8:30 am to 9:30 am, and it may take some time before beginning your project. The Committee members will be around from 7:00 am, therefore the Committee strongly encourages you to begin your preparation and take the inspection as early as possible.
 - » The Committee will not bear any responsibility for delays due to the Fire Safety Inspection.
- You must take the Fire Safety Inspection not only on Day 1 but on the mornings of both days.

Fire Safety Criteria

- If you do not meet the criteria below, the use of fire equipment, heat-generating electric appliances, or generators is prohibited.
- If you change the gas tanks, you must retake the inspection.

Projects with Fire Equipment

• For setting up the fire equipment, also refer to "Setting Up Your Tent" ($\rightarrow p. 26$).

Fire Ed	quipment — — — — — — — — — — — — — — — — — — —
» Th » Pl » Th » Ac □ No □ Er » M ec	he fire equipment is appropriately set up he right way up, not sticking out from the table, and in no danger of falling off laced on a well-ventilated road side, and on a stable surface he fire equipment is not sticking out of your tent ccessories are appropriately installed o inflammables in 30cm from the equipment nough distance between each equipment, and from curtains and decorations lore than 30cm away from curtains, 1m away from decorations, and 15cm away from other fire quipment if any bowl or bucket to collect cinder is filled with water just in case
– Propai	ne Gas Tank —
□ Ta » Fi □ G; » Th » Th	ank is securely fixed to the legs of a desk or a tent with bailing twine or curing tape ixed tight and does not easily move as hose is properly connected he hose is inserted properly (up to the red dent) so that it does not easily come off he end of the gas hose is clipped with the black clip he gas hose is fixed properly so that people will not trip over it
	ctinguisher / Heat Insulating Plate / Fire Resistant Sheet / Oil ———————————————————————————————————
» Ea » Sa » Do □ Ho eo □ Fi	he fire extinguisher is properly placed asily accessible from both inside and outside the tent afety pin for the fire extinguisher is inserted oes not block the evacuation route, and placed on a stable surface eat insulating plate covers and protects all parts of the table touching the fire quipment ire resistant sheet is unrolled to all 4 edges of the tent //hen using oil, oil absorption sheet is placed over the fire resistant sheet (gray side p)

Projects with Heat-Generating Electric Appliances

Heat-Generating Electric Appliances
 □ The electric appliance is appropriately set up » The right way up, not sticking out from the table, and in no danger of falling off » Placed on a well-ventilated road side, and on a stable surface » The electric appliance is not sticking out of your tent » Accessories are appropriately installed □ No inflammables in 30cm from the appliance □ Enough distance between each appliance, and from curtains and decorations » More than 30cm away from curtains, 1m away from decorations, and 15cm away from other electric appliances if any
☐ A bowl or bucket to collect cinder is filled with water just in case
Generators
☐ The generator is placed outside on a flat surface
☐ The gasoline can is placed inside the tent » The can avoids direct sunlight » Enough distance between the can and fire equipment, heat-generating electric appliances, or generators
☐ The vent of the generator faces outside of the tent
$\ \square$ When refueling, the generator engine is off and there is no fire nearby
Fire Extinguisher / Heat Insulating Plate / Fire Resistant Sheet / Oil Absorption Sheet
 □ The fire extinguisher is properly placed » Easily accessible from both inside and outside the tent » Safety pin for the fire extinguisher is inserted » Does not block the evacuation route, and placed on a stable surface □ Heat insulating plate covers and protects all parts of the table touching the fire equipment □ Fire resistant sheet is unrolled to all 4 edges of the tent □ When using oil, oil absorption sheet is placed over the fire resistant sheet (gray side facing up)

About Commercial Transactions

- Do not sell food or goods at a higher price than the price written on "Certificate of Project Registration"(企画登録証) and food or goods not written on "Certificate of Project Registration".
 - » If the Committee finds any commercial transactions not written on "Certificate of Project Registration", you may be subject to measures and punishment.
- We do not recommend any price reduction since it can invite trouble.
 - » When you reduce the price uniformly depending on sales, please be careful not to cause any troubles. Make sure that there is no inconsistency between the projects and visitors by clarifying the price reduction to visitors.
 - » Refrain from serving for free or excessively lowering the price reduction to prevent trouble.
- Special price reductions other than informal price reduction is admitted only if it is written on "Certificate of Project Registration".
- The Committee prohibits selling early bird tickets.
- Be careful not to cause any troubles if you use other payment methods than cash, such as PayPay.
 - » The Committee will bear absolutely no responsibility for any troubles caused by using a personal account.

Cases You Must Come to Headquarters Reception A

- In the following cases, please come to Headquarters Reception A with your "Certificate of Project Registration". Please note that the Committee will not always alter the contents unless inevitable.
 - If you wish to conduct commercial transactions that are not written on your "Certificate of Project Registration"
 - If you inevitably must sell food or goods at a higher price than the price written on your "Certificate of Project Registration"
 - If you wish to sell additional merchandise which is not written on your "Certificate of Project Registration"
 - If you wish to conduct any special price reductions such as set discounts

About Advertisement

- Do not accost visitors excessively.
- Depending on the congestion on the campus, we may ask you to stop your advertising. Please follow our instructions in that case.

Outdoor Advertisement

- You can advertise your project by calling out to visitors or distributing flyers with a few people, but be careful not to block the path and disturb visitors or other projects.
- You can advertise your project with around 10 people, musical instruments or costumes only when it is allowed on "Certificate of Project Registration".
 - » If you carry out the above advertisement which is not registered in "Outdoor Performance Request" (屋外パフォーマンス申請), the Committee may restrict your advertisement.

Stage Project

Equipment of Each Stage

	Central Stage	Faculty of Engineering Plaza Stage
Audio Equipment	 Main Speaker Subwoofer Power Amplifier Monitor Speaker Audio Mixer Wired Microphone (Requested Amount) Microphone Stand (Requested Amount) Wireless Microphone (×8) CD Player 	 Main Speaker Power Amplifier Monitor Speaker Audio Mixer Wired Microphone (×3) Wireless Microphone (×2) Stereo Mini Jack Plug
Lighting Equipment	 LED PAR Light PAR Light Mini Brute Light	There will be no lighting equipment.
Recording Equipment	Camera (×3)Screen (190in)Switcher	There will be no recording equipment.

Notes for Carrying Out Your Project

- Please observe the following notes. Also, please make sure that all project members and invitees are aware of the notes.
- Violations may result in immediate suspension or cancellation of the project. In addition, you may be subject to punishment.
- If any violations are found, the Committee may film, record, or videotape the stage and its surroundings.

Notes

- Please do not behave in a manner that is offensive to public order and morals.
- Please do not do anything that could damage the equipment (e.g. climb onto the equipment, put your feet on the equipment).
- » If you deface or damage the equipment, you will be required to pay for the damage.
- Please do not act in a away that may put visitors in danger (e.g. throwing microphones at visitors).
- Please do not bring in equipment that is not registered.
- Please do not interfere with the execution of other projects (e.g. exceeding the time assigned for your performance).
- Please do not act in a way that the Committee prohibits.

About Safety Management

- The Committee may use ropes, etc., to control the audience.
- The Committee may use audio equipment to make announcements for audience control, etc.
- If the area around the stage becomes dangerous due to congestion, etc., the Committee may stop the project by shutting down the audio equipment to ensure safety.

In the Event of Delays or Rain

- If the project is affected by delays or rain, we will notify you in-person or by phone.
- If your project is suspended or cancelled for any reasons, the Stage Project Fee will not be refunded.

In Case of Delays

• Even if a project is delayed due to equipment problems or other events exceeding the time assigned, as a general rule, we will not extend the performance time. Please finish your performance by the end time of your project.

In Case of Rain

• In principle, whether or not to cancel your performance in the event of rain will be left to each project, however please understand that the Committee may be forced to take the following actions depending on the situation.

3. Carrying Out Your Project

Stage	Situation	Action
Central Stage	Light rain	Whether or not to cancel in case of rain is left to each project. ※ The Central Stage has a roof.
W d a ee	When the Committee determines that there is a risk of damaging the equipment due to an extreme weather	Suspend or cancel the project.
	Light rain	Whether or not to cancel in case of rain is left to each project.
Faculty of Engineering Plaza Stage	If the backboard looks unsafe due to strong winds or other reasons	The backboard is taken down and the project is suspended or cancelled.
	When the Committee determines that there is a risk of damaging the equipment due to an extreme weather	The use of equipment is prohibited. XYou may execute your project if you do not use any equipment.

Flow of Your Performance

• In principle, please perform according to the details registered in "[2]Registration of Stage Plan Details" ([2]ステージ企画詳細登録).

Central Stage

Rehearsal (Day 0)

- * The place and time of the rehearsal is on the "Certificate of Project Registration".
- Please arrive at the stage where the rehearsal will be held at least 5 minutes before the
 rehearsal starts.
- Use of audio equipment is accepted in low volume.
- In the event of delays due to equipment problems, overtime for other projects, etc., the rehearsal time will not be extended. Rehearsals must be completed by the end time of your rehearsal.

Before Your Performance

- Please arrive at Central Stage 15 minutes before the start time.
 - » Project managers must tell a Committee member at the stage headquarter that you have arrived.
- As a general rule, the tent next to the stage can be used only within your project time, and only as a place to keep your luggage and change clothes at.
- Please come to the equipment operation area if you are planning to operate audio or lighting equipment.
 - » Please bring your own PC, smartphone, or other playback device if you wish to operate the audio equipment. If the earphone plug does not plug in, please bring an adapter.

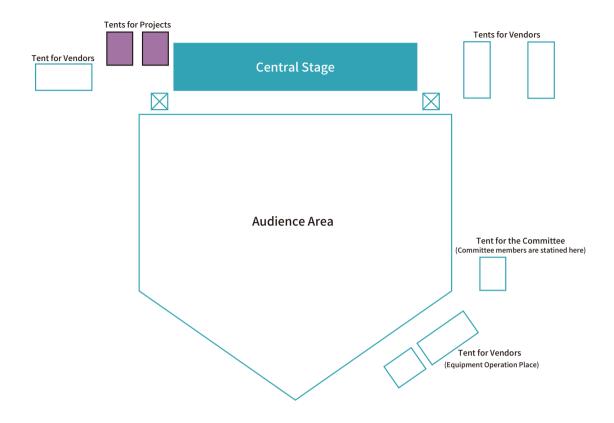
During Your Performance

- During your performance, the Committee members in charge and audio, lighting, and photography staff will be stationed at all times.
- Please make sure that the project member who knows the content of the project is at the equipment operation place at all times to deal with problems.

End of the Performance

- Please clean up and leave the stage and the tent next to the stage by the end time of the performance.
 - » If you continue your performance beyond the end time, we may stop the sound and video cast or take measures to suspend the performance.
- Even if the project is temporarily halted due to a problem or for safety reasons, the
 project time will not be extended. Please be sure to finish the clean-up within the
 project time.

Stage Layout



Faculty of Engineering Plaza Stage

Before the Performance

- Please arrive at the Faculty of Engineering Plaza Stage 15 minutes before the start time.
 - » Project managers must tell a Committee member at the stage headquarter that you have arrived.
- As a general rule, the tent next to the stage can be used only within your project time, and only as a place to keep your luggage and change clothes at.
- Please come to the equipment operation area if you wish to operate the audio system.
- If you are bringing in audio files, please bring your own PC, smartphone, or other playback devices. If the earphone plug does not plug in, please bring an adapter.
 - » CDs cannot be used.

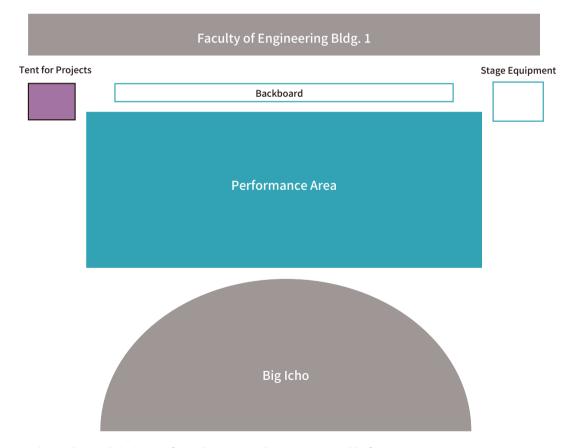
During Your Performance

- A Committee member in charge will be stationed during the execution of the project. In principle, the audio system will be operated by the project members, but if you have any trouble with the equipment, we will be there to help you.
- Please make sure that the project member who knows the content of the project is at the equipment operation place at all times to deal with problems.

End of your Performance

- Please clean up and leave the stage and the tent next to the stage by the end time of the performance.
 - » If you continue your performance beyond the end time, we may stop the sound and video cast or take measures to suspend the performance.
- Even if the project is temporarily halted due to a problem or for safety reasons, the project time will not be extended. Please be sure to finish the clean-up within the project time.

Stage Layout



* We have changed the layout from the ones we have announced before.

Common Dressing Room

Place Men's Common Dressing Room:

Faculty of Law & Letters Bldg. 1 (East), 3rd Floor, Room Law 19th Women's Common Dressing Room:

Faculty of Law & Letters Bldg. 1 (East), 3rd Floor, Room Law 27th

Time 17th (Fri.) 3:00 pm - 7:00 pm 18th (Sat.) / 19th (Sun.) 8:00 am - 7:00 pm

- For three days from the day before to the Day 2, a shared dressing room will be open for changing only.
- Please use these rooms mainly for projects that do not have sufficient or assigned waiting rooms.
- In principle, rehearsals or the use of electricity in the room is prohibited.
- The Committee is not responsible for any damage caused by theft due to luggage left in the room. Please do not leave any valuables.
- The use of the common dressing rooms may be suspended in case of extremely poor usage conditions.

Precautions on the Use of Waiting Room

How to Use

Before Using the Waiting Room

• When you start using the waiting room, please ask to unlock the door at **Headquarters**Reception A. The waiting room will be unlocked with the Committee members' escort.

While Using the Waiting Room

- Research activities continue during the May Festival. Please be careful not to disturb people who engage in the research activities by making noise.
- Please do not extend the time you use the waiting room. The room will be locked at the end of the day by a Committee member who will accompany you.

After Using the Waiting Room

- · You must take a Cleaning Check.
 - » Please refer to the "Cleaning Check Sheet" for details.

About Equipment

- Please handle the equipment carefully to avoid staining, damage, or loss.
 - » If any equipment is damaged, you may be asked to pay for it.
- Before you start using the facility, we strongly recommend that you take pictures of the room.
- Never touch any equipment or wiring in the classroom that you are not authorized to use.

Desks / Chairs / Podiums etc.

- Movable desks, chairs, etc. may be moved freely **within the classroom**, but must be returned to the same position as before.
- Desks, chairs, and other movable equipment in the classrooms may not be moved out
 of the classrooms.

Crime Prevention

- To prevent theft, please ensure that you carry all valuables with you and keep your belongings, and take anti-theft measures.
 - » The Committee will not take responsibility for any theft.

Use of Electrical Equipment

- Please do not use any electrical equipment that is not listed as permitted to use on the "Certificate of Project Registration" as it may trip the breaker and interfere with the use of the waiting rooms.
- In principle, you are not allowed to use electrical outlets located outside of the assigned areas.
- If a breaker shuts, please contact the accompanying Committee member as soon as possible.

4 Clean-Up

Returning Goods

Items	Place	Time
Rental Goods (Tent-Related Goods / Carts / Generator)	Faculty of Engineering Plaza Day 2 4:00 pm – 7:00 pm	
Other Rental Goods	Sanshiro Hill Day 2 4:00 pm – 7:00 pm	
Waste Oil Can	Garbage Sorting Site Day 1, 2 9:00 am – 8:00 pm	
	Headquarters Reception D	Day 0 2:00 pm – 8:00 pm Day 1, 2 8:00 am – 8:00 pm
Cleaning Tools	Faculty of Engineering Plaza Information Center	Day 0 2:00 pm – 6:00 pm Day 1 8:00 am – 6:00 pm Day 2 8:00 am – 8:00 pm

Rental Goods

- The return place varies depending on projects and rental items. Please refer to the "Goods Pick-Up Card"(物品受取カード). The return place for each rental item is the same as the pick-up place.
- Please be careful not to damage the rental goods when carrying them.
 - » Please do not drag heavy items, especially items such as fire equipment and tents.
- Please note that you may be required to compensate for any damage or loss of rental goods.
- For smooth returns, please return the items as much as possible by the project member who received them.
- Congestion is expected after 5:30 pm. Please return your items promptly after your project is finished.
 - » When returning rental goods, we will check your project ID. Please check documents such as the "Goods Pick-Up Card", and make sure that the members returning the item know their project ID.
- Please note that you may be asked to wait for a long time after 5:30 pm due to the congestion to return goods.
- Please return all items in one go at each designated return place.

Tent-Related Goods / Carts / Generators

- The items include tents, tent weights, side curtains, roof curtains, carts, and generators (including gasoline can and rainproof roofs).
- If there is gasoline remaining in the generator and gasoline can, please return them as they are.
- Please fold the tent curtains properly at the project place before returning them.

Other Items

- Please clean the fire equipment and cooking tools such as pots and pans with a wet cloth at your project place before returning them.
 - » You cannot wash your rental goods at the Washing Place $(\rightarrow p. 36)$ after 5:30 pm on Day 2.
 - » Please do not wash heat insulating plates with water, but lightly wipe them clean.

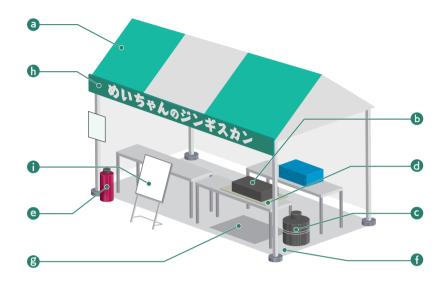
Disassembling Outdoor Monument

Hours 19th (Sun.) 6:00 pm - 8:00 pm

- Please disassemble your outdoor monument during these hours at your project .
 - » Make sure that you do not block the path or bother other projects.
- If you wish to disassemble your outdoor monuments in other hours, please come to Headquarters Reception A.
- If you leave your outdoor monument, you may be subject to punishment(→p. 64).

Striking Tents

- Precautions on each item when striking the tent.
- Please clean up properly for each item.



Items	Return / Disposal	Notes
a. Tent	Return at Faculty of Engineering Plaza	
b. Fire Equipment		Return after wiping the fire equipment with a wet cloth.
c. Propane Gas Tank	Return at Sanshiro Hill	Do not dispose of them but return them.
d. Heat Insulating Plate		Return after lightly wiping them clean.
e. Fire Extinguisher		
f. Fire Resistant Sheet		Fold them inward with care to avoid
g. Oil Absorption Sheet	Disposal	spilling oil on the ground, and place them inside a garbage bag. » If any oil is spilled on the ground, you must clean them up. • Separate them as unburnable garbage.
h. Stall Decoration	Disposal	Sort the following items as follow Cardboard panels: Cardboard Vinyl strings / sheets: Vinyl / Plastic Please separate vinyl strings from other vinyl / plastic garbage and bags. Tape: Unburnable garbage
i. Other Rental Goods	Return at Sanshiro Hill	

Garbage Disposal

Place Garbage Sorting Site (In front of the Co-op Shop No. 2 on the south side of Yasuda Auditorium)

Time 18th (Sat.) / 19th (Sun.) 9:00 am – 8:00 pm

- * The Garbage Sorting Site will be extremely crowded from 6:00 pm to 8:00 pm. We strongly recommend bringing in the disposable waste to the Garbage Sorting Site before 5:00 pm.
- Do not throw away your project's garbage in regular garbage cans or dumpsters owned by the University, or in Garbage Stations for visitors.
 - » However, garbage from eating or drinking that is unrelated to your project should be thrown away at Garbage Stations for visitors.
- In principle, we will not collect garbage that is not requested in advance and permitted on the "Certificate of Project Registration"(企画登録証).
 - » We will collect leftover containers, cinder, and cardboard used in containing food even if they were not registered in advance.
- Please refer to "Garbage Separation Guide"(分別ガイド), take necessary procedures before disposing of garbage, and separate garbage correctly.
- If the garbage separation is inadequate, we will ask you to redo the separation process.
- Please do not dispose of the rental goods.

Distribution of Garbage Bags

- When receiving garbage bags, please bring your "Goods Pick-Up Card".
- Please refer to the "Goods Pick-Up Card" for more details on the distribution place and time.
- We will distribute additional garbage bags for projects that ran out of them.

Disposal of Leftover Containers

- Please separate unused and clean containers from other garbage and put it in a different garbage bag.
- Please do not put different types of containers in the same garbage bag.
- We will collect them even if they are not registered in advance.

Disposal of Cinder

- For projects which vends cinder stuck to iron plates etc, please bring them to the Garbage Sorting Site as a **burnable garbage** after cooling them thoroughly with bucket or bowl filled with water.
 - » Please prepare bucket or bowl by yourself.
 - » The Committee recommends that projects prepare strainers by themselves and bring solid cinder only.
 - » The Committee collect cinders only if registered in advance. Please dispose of them on your own.

Disposal of Cooking Oil

• If your project emits cooking oil, please dispose of them according to the amount of oil, following the table below.

Disposal Amount	Disposal Procedure
Less than 0.5L	After absorbing with kitchen paper, dispose of it as burnable garbage
0.5 - 1.5L	Pour it in containers such as plastic bottles and carry them to Garbage Sorting Site
More than 1.5L	Pour it in borrowed Waste Oil Cans and carry them to Garbage Sorting Site

Waste Oil Can Rental

Place Garbage Sorting Site

Time 18th (Sat.) / 19th (Sun.) 9:00 am - 5:00 pm

- When receiving waste oil cans, please bring your "Goods Pick-Up Card".
- After pouring cooking oil into the waste oil cans, please put them in the plastic bags attached to the cans and carry them.
- If you run out of waste oil cans, please come to the Garbage Sorting Site to for an additional one.

Cleaning Check

- Please also refer to the "Cleaning Check Sheet".
 - » After Cleaning Check, you will get your "Cleaning Check Sheet" signed by the manager of the Clean-Up Responsible Project. Please keep it safe until your Project Guarantee Deposit is refunded.

Cleaning Check

1. Check clean-up area

• The clean-up area has been divided among projects in your block at the Block Meeting (→p. 27) on Day 0.

2. Remove rental goods, garbage, and personal belongings

- Please clean the entire area described on your "Cleaning Check Sheet" including bushes, plantings and stairs, not just the area your project used.
- If there are any unreturned items or forgotten items in the cleaning area, you cannot take the Cleaning Check.

3. Remove signboards and leaflets

- Please do not forget to remove posters that you have put up in other projects' clean-up areas.
 - » You do not have to remove signboards installed by the project of other block.

4. Clean oil stains and traces of powder on the ground

- Please use the kitchen detergent and a brush to clean oil stains shown in [Picture 1].
- Please follow the procedure below.
 - ① Drop a small amount of detergent on the oil stain
 - ② Scrub the oil stain with a wet brush (or a scrub brush) as shown in [Picture 2]
- 3 Absorb the oil and water with a cleaning cloth or newspaper
- 4 Rinse with water
- ⑤ Dispose of the cleaning cloth or newspaper
- * Please do not directly pour water onto oil stains or powder residue



[Picture 1]



[Picture 2]

Cleaning Check Process

Clean-Up Responsible Project Non-Responsible Projects Complete Clean-Up of Assigned Area • Clean up your assigned area based on the criteria listed on Cleaning Check Sheet. Request Check by the Responsible Project • After completing the clean-up of Check Non-Responsible Projects your assigned area, ask the Clean-Up Responsible Project in your block for a • Make sure that Non-Responsible Projects Cleaning Check. in the same Outdoor Block has completed » If the clean-up is not enough, the Clean-Up clean-up of their assigned area. Responsible Project may ask you to do it again. • After the check, either of the managers from the Clean-Up Responsible Project writes **Check and Sign** their signature on the front of the sheet. • If the clean-up is not enough, ask them to do it again and re-request a check. » If clean-up is not enough at the point of Cleaning Check by the Committee, the Clean-Up Responsible Project is asked to do clean-up. Complete Cleaning Check by the Committee • If you have completed the clean-up of your assigned area and the Cleaning Check for other Non-Responsible projects, ask the Committee for a Cleaning Check via QR code printed on the Cleaning Check Sheet. » If the clean-up is not enough, the Committee may ask you to do it again. Check by the Committee

Cleaning Check Completed

 "Cleaning Check Sheet" with the signature from the Clean-Up Responsible Project or the Committee will prove that you have completed the duty of Cleaning Check. Please keep it with you until the Project Guarantee Deposit is refunded.

5 Documents

Rules and Regulations

- Please check and abide by the regulations written below when preparing for, carrying out, and cleaning up the project.
- Your project may be subject to measures and punishment (→p. 62) if you violate these regulations.

Autonomous Regulations

※ Commercial transactions with visitors could especially violate Autonomous Regulations. Do not engage in any activity not permitted on the "Certificate of Project Registration" (企画登録証).

The 97th May Festival Autonomous Regulations (自主規律)

- 1. All projects will autonomously be led by students at the University of Tokyo.
- 2. Project members and the Committee should be careful not to cause accidents.
- 3. Project members and the Committee should preserve the campus facilities and environment, and restore them immediately to their original states after the festival.
- 4. Any behavior that disturbs others, including visitors and neighbors of the campus, is prohibited.
- 5. Project members and the Committee should respect the right of all participants to carry out projects smoothly and not disturb other projects.
- 6. Any behavior that is against public order and morality is prohibited.
- 7. Any behavior that profits certain political groups, religions or religious groups is prohibited.
- 8. Any political or religious recruiting is prohibited.
- 9. Any behavior of advertising companies or certain external groups and individuals is prohibited.
- 10. Projects will not seek profit.
- 11. Projects will be exhibited for free.
- 12. Project members and the Committee should fulfill their responsibility for the operation of the May Festival.

Project Duties / Manager Duties

* Items that must be abided by during the festival are excerpted and additionally explained. Please refer to "Almighty vol. 1 in English" for the full text.

Project Duties

- Comply with the law.
- » We ask you to be especially careful about kinds of laws related to commercial transactions or collecting personal information and the Copyright Act.
- Provide manpower for the operation of the May Festival when asked to.
- » In particular, we ask you to fulfill the duties as "Temporary Staff" as needed.
- Follow other instructions given by the Committee regarding the operation of the May Festival.
- » You must not carry out actions not written on "Almighty vol. Fes in English" or not permitted on "Certificate of Project Registration" (企画登録証).
- » If the Committee determined that the action is disturbing the operation of the festival, it will be suspended.

Manager Duties

- Grasp the content and preparation progress of the project, and have the responsibility of carrying out the project.
- Check inquiries from the Committee, and respond if necessary.
- Disseminate information from the Committee to all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
- » You must be able to receive calls and check "Inquiry" (問い合わせ) at all times.
- Be at the project location while project members prepare, carry out and put away the
 project during the May Festival. At least one of the two managers must be at the
 project location. Should both managers leave the project location, they must return
 as soon as possible when the Committee requests to do so.
- * In the following cases, we may take measures such as suspension of the project.
- If neither manager is present at the project place and does not pick up the Committee's calls, even when there is a serious problem in your project during the open hours.
- If it is determined that the May Festival's philosophy of being a spontaneous activity done by the students of the University of Tokyo has been seriously disturbed, such as when neither manager is present at the project location during the time when a speech by an external entity is being held.

Measures and Punishment

- Projects must abide by the Autonomous Regulations and other regulations established by the Committee.
- You must not carry out actions not written on "Almighty vol. Fes in English" or not permitted on "Certificate of Project Registration" and any deviation from the matters described in "Almighty vol. Fes in English".
- In addition to the documents above, you must follow all orders regarding the May Festival such as the contents of the "Inquiry" and instructions by the Committee on the day.
- If you violate these rules or if you cause socially unacceptable problems, your project may be subject to measures during the festival and punishment after the festival.
- Please check all handouts such as "Almighty", all "Inquiry", and the contents on the Web System. Otherwise, you may unexpectedly be subject to measures or punishment.

Measures

- Measures during the festival refer to restrictions imposed by the Committee on projects in cases of violations, accidents or disasters. There are four categories of measures.
- The table below is just one example. **Standards are not limited to the cases below**. As well as in other cases, you may be subject to measures.

Measures	Content	Examples
Confiscation of Prohibited Items	 Items that are prohibited of use or violate the standard may be confiscated by the Committee. Please note that confiscated items may not be returned. The Committee will bear absolutely no responsibilities for any of the loss caused by the confiscation. 	 When found leaving ingredients overnight that cannot be stored at room temperature, or are opened When found bringing in prohibited cutlery such as knives When found any decorations that violate the standard When found using unpermitted fire equipment / electric appliances

Measures	Content	Examples
Suspension of Violations	The Committee will stop projects' actions that violate the regulations or may cause danger. In that case, however, the Committee will not suspend your project itself.	 When found unpermitted exchange of money with visitors When found unpermitted collection of personal information and manifestations of external entities taking place When found actions that may put the visitors in danger
Suspension of the Project	 The Committee will suspend your project itself when there is a serious problem or when actions that seriously violate the standard or put visitors in danger are conducted. For online projects under suspension, the Committee will block access from "Project Detail Page" on the Official Website. When actions among the examples listed in the "Suspension of Violations" that are especially malicious and have a negative effect on the basis of the project are found When there are earthquake fire, or emergence of insect pest and the Committee cannot guarantee that projects can be carried out safely. 	
Cancellation of the Project	the festivals in later years, • When found repeatedly	

Punishment

- Punishment after the festival refers to how the Committee handles prohibited actions and socially unacceptable actions found during the festival. There are seven kinds of punishment.
- When the Committee imposes punishment, the Committee will not refund your Project Guarantee Deposit until you fulfill the duties.
- The table below is just one example. **Standards are not limited to the cases below**. In other cases also, you may be subject to punishment.

Punishment	Content	Examples	
Publicizing the Violation	The Committee will announce the fact of your violations in "Almighty vol. 4" (both in Japanese and English).	 It will be imposed on subtle violations. The Committee will be "Publicizing the Violation" in the case of other punishment as well. 	
Warning	The Committee will indicate the fact of your violations and verbally ask for improvement as well as in writing.	fact of your nuisance by not following our instructions	
Apology Paper	The Committee will ask you to submit a document outlining the project's position on the violation and the measures to be taken when you participate in the May Festival in the following year or later.	When you carry out unaccepted actions or malicious acts in violations of the Committee's standard and do not perform the obligations imposed on you When you repeatedly carry out actions subject to strict warnings	
Confiscation of Project Guarantee Deposit	The Committee will confiscate your Project Guarantee Deposit which is 10,000 yen.	 When the Committee finds actions that may affect the operation of the May Festival in later years When you conduct actions that would violate the equality among other projects When you conduct actions that are subject to apology paper and warning repeatedly 	

5. Documents

Punishment	Content	Examples
Suggetion of Observation	The Committee will suggest the next year's May Festival Standing Committee that they designate the project that seems to be the same project / group as an Observed Project.	 When you conduct unpermitted actions related to external entities or repeat malicious actions that violate the standards established by the Committee When you ruin the equality among other projects When you have been subject to the same violation in the past years, and you have not revised your actions
Suggestion of Penalty	 The Committee will suggest that next year's Committee put projects that seem to be from the same group at a disadvantage in Place and Time Allocation. When the violation serious that the punishment is not enough When you have bee subject to the same violation in the pass and you have not reyour actions 	
Suggestion of Ban	The Committee will suggest that the next year's Committee prohibit projects that seem to be of the same group from participating in the festival next year. When you cond violations that disturb the star of the festival When violations serious, such a actions that mentally	

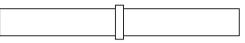
How to Put Up Stall Decoration Set

What You Need

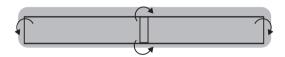
- Stall Decoration Set (cardboard panel, OPP tape, vinyl string, and a vinyl rainshade)
- Tools to cut cardboard (box cutter, scissors)
- Tools to make a hole (pick)

Procedure

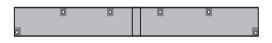
- * Except for cutting the carbord in half, please conduct other procedures on the day before the Festival at your project place.
- Cut the cardboard panel in half, and put them together by taping the OPP tape around 2 or 3 times.



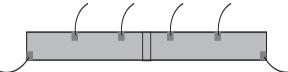
2. Wrap it with a vinyl rainshade and tape them with the OPP tape.



3. Make a hole on the parts shown on the right. Reinforce the holes with the OPP tape.

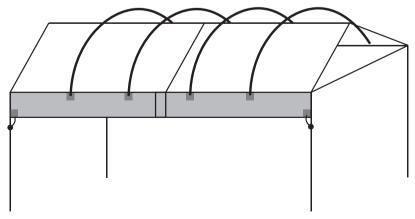


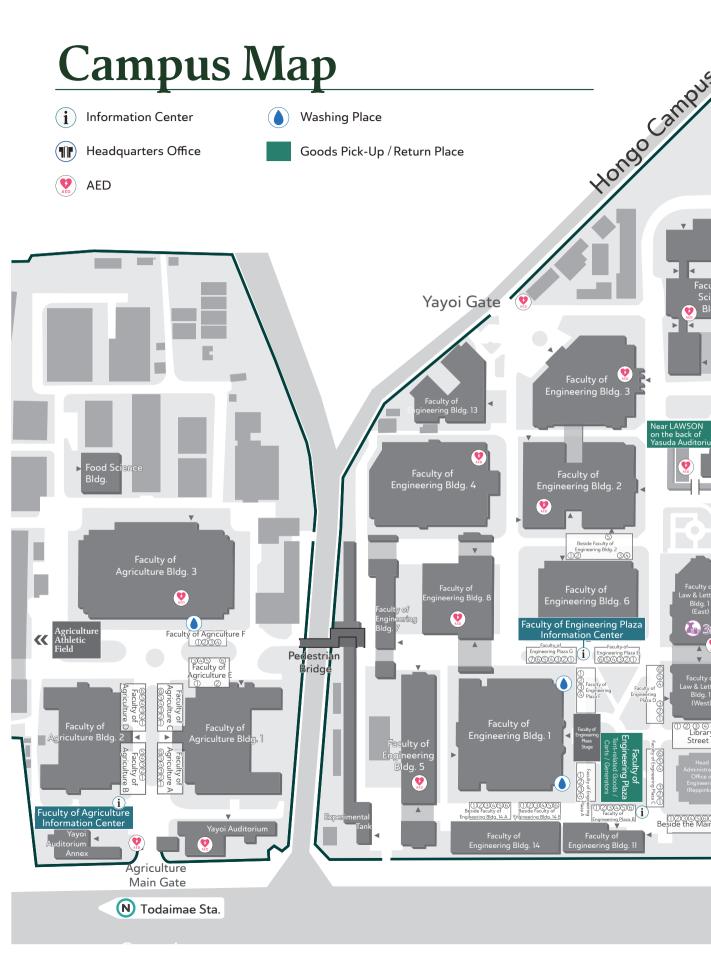
4. Tie them to the tent using the vinyl string.



How It Should Look Like

• Before you raise the tent, tie the Stall Decoration to the tent.







What to Do During the Festival

On The Day Before	On the Day
From 12:00 pm : Preparation	Checkboxes below correspond to Day 1 and Day 2.
Tent Adjustment Time:	From 7:00 am : Preparation
» Please set up your tent in advance	Fire Safety Inspection
Block Meeting	» Do not use your equipment before the Inspection.
» Managers will gather at the place and time designated	Do not use your equipment before the inspection.
in Tent Adjustment	Picking Up Goods
Picking Up Goods	Food / Ice @Near LAWSON on the back of Yasuda Auditoriun Beverages / Oil @In front of Co-op Shop No. 2 (Only On Day 1
Rental Goods (Tent-Related Goods/Carts/Generators)	
Location:	Until 8:00 pm : Clean Up
Rental Goods (Fire Equipment / Other Goods)	Lower your tent and close all four curtains (Only On Day 1)
Location:	Returning Cleaning Tools
» Please note that the locations differ to the Tent-Related Goods	Washing Cooking Tools
Fire Resistant Sheet / Oil Absorption Sheet	» Do not wash rental goods after 5:30 pm on Day 2
@In front of Co-op Shop No. 2	Garbage Disposal
Stall Decoration Set / Goods for Outdoor Monuments@Below Faculty of Letters Bldg. 3	Returning Rental Goods
· · · · · · · · · · · · · · · · · · ·	Disassembling Outdoor Monuments (Only After Day 2)
Containers / Polyethylene Gloves	Cleaning Check (→p. 58, "Cleaning Check Sheet")
 @Near LAWSON on the back of Yasuda Auditorium Until 8:00 pm : Clean Up Lower your tent and close all four curtains 	» After Day 2 or after your project
Until 8:00 pm : Clean Up Lower your tent and close all four curtains	
Until 8:00 pm : Clean Up Lower your tent and close all four curtains	» After Day 2 or after your project
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place)
Until 8:00 pm: Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout)	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus)
Until 8:00 pm: Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout) Goods Pick-Up Card	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus) Clean Cloth
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout) Goods Pick-Up Card Cleaning Check Sheet	* After Day 2 or after your project **OBring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus) Clean Cloth Kitchen Detergent
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout) Goods Pick-Up Card Cleaning Check Sheet All documents enveloped in "Handout Envelope" (→p. 2)	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus) Clean Cloth Kitchen Detergent Kitchen Paper
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout) Goods Pick-Up Card Cleaning Check Sheet All documents enveloped in "Handout Envelope" (→p. 2)	* After Day 2 or after your project **OBring **For Projects with Food and Drink Service* **Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) **Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus) **Clean Cloth** **Kitchen Detergent** **Kitchen Paper** Apron / Kerchief / Mask
Until 8:00 pm : Clean Up Lower your tent and close all four curtains What t Must-Have Handouts for Managers Managers must bring the handouts below during the festival. Certificate of Project Registration (企画登録証) (will be distributed on the day before the festival) Almighty vol. Fes in English (this handout) Goods Pick-Up Card Cleaning Check Sheet All documents enveloped in "Handout Envelope" (→p. 2)	 After Day 2 or after your project Bring For Projects with Food and Drink Service Ingredients (only items that are unopened and can be stored at room temperature are permitted to be carried to the next day and be left at the project place) Cooking Tools (cutlery that are not permitted by the Committee such as knives cannot be brought onto the campus) Clean Cloth Kitchen Detergent Kitchen Paper
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Issue: The 97th May Festival Standing Committee