



RE-MIX (REsident Organized MIX) Implementation Guidelines

RE-MIX are events planned and run by residents themselves. Residents will design and implement events based on 8 dimensions of wellness with the aim of providing opportunities for exchange between residents and the chance for deeper involvement in dormitory management and residential education.

1. Application Information

【Number of event openings】

Approximately three events per semester

Event applications accepted year-round (Applications screened in the order received.)

【Periods when events are possible】

◎Spring Semester: June 1 ~ July 31

◎Fall Semester: November 1 ~ February 28

*Excluding the period before final exams when events/activities are prohibited and the final exam period itself.

【Eligible applicants & event participants】

Students who are residents of AP House 1, 2, or 5 on the day of the event.

【Event subsidies】

Maximum of 50,000 yen subsidy per event.

Items able to be covered by the subsidy and the method of subsidy payment are detailed below.

The subsidy will be paid after the event has finished and all required documents have been submitted (documents in "5: Documents to Submit").

【Items Subsidized in Cash】

- ① Event items (Item total must not exceed 10,000 yen. Subsidy will only cover event-related items.)
- ② Accommodation expenses
- ③ Transportation expenses (The AP House Office will provide round-trip transportation expenses for 1 person to shop for event items.)

【Items Directly Paid for by the University】

- ④ Facility usage fees
- ⑤ Outsourcing expenses
- ⑥ Honorarium (amount based on APU honorarium standards) and other guest speaker expenses (including accommodation and transportation expenses)

※It is better to hold the event online if you plan to invite a guest speaker or lecturer from

outside Oita Prefecture.

- ⑦ Insurance expenses (Insurance coverage is required for off-campus events and events that involve physical activities.)
- ⑧ Other expenses as approved by the AP House Team
 - Notes
 - There are exceptions to the above. Please consult with AP House Team in advance if you are unsure which payment method category a certain item would fall in.
 - All items purchased with the event subsidy must be turned over to the AP House Office after the event.
 - Purchase of plastic shopping bags is not permitted (use eco-bags or suitcases)
 - Do not include printing costs for event posters and other materials needed on the day of the event in your budget. Printing will be handled by the AP House Team.

【STEP (Student Total Enrichment Points)】

Students who organize an event under this program and those who participate will be awarded Student Total Enrichment Points (STEP).

- ◆ Core member: 5 points
- ◆ Non-core member: 2 points
- ◆ Participant: 1 point
- Notes
 - Points will be awarded for only one category.
 - Points will only be awarded after event implementation as well as submission and approval of the required documentation to the AP House Team.

2. Event Categories

Base your event on the following four event types and themes. When planning your event, imagine in detail what you want to express and convey to participants as well as what you can offer or do through your event.

【Event Type & Theme】

- (1) Resident Exchange Events: Events held with the aim of encouraging exchange between residents
Examples) Sports or eSports tournament / art exhibit / study session for a certification or qualifying exam / cultural event with a focus on the food or language of a certain country, etc. / event for people with similar interests and hobbies (anime, musical instruments, fashion, etc.)
*Excluding events that would require large acoustic and/or lighting equipment
- (2) Seminar/Lecture Events: Workshop or seminar by a guest speaker (expert, academic, etc.) on a specific theme
Examples) Bodybuilding / financial literacy seminar / special lecture by an APU professor / seminar on how to launch a startup during university, etc.
- (3) Workshop/Lesson Events: Events where participants can learn a specialized skill/knowledge through a hands-on activity
Examples) Language, cooking, dance lessons / drone lessons / traditional crafts programs, etc.

(4) Study Trips: Off-campus excursions that serve to broaden participants' knowledge and insight (Examples) Trips to tourist spots / trips to towns or cities to view their *machizukuri* (town and community development) initiatives in practice / company visits / visits to places to experience the unique local culture, etc.

➤ Notes

- The following activities are prohibited during RE-MIX events: Selling goods and any other profit-making activities, religious solicitation, activities that could serve as publicity/advertising for a specific company or organization.
- RE-MIX events are categorized as being self-motivated extracurricular activities or research activities. It is not possible for student organizations (clubs/circles) to submit a RE-MIX event application to host a club/circle activity.
- Subsidies for study trips cannot be used to cover food and souvenir purchases at the study trip location.

[8 Dimensions of Wellness]

RE-MIX is a program that aims to promote self-motivated activities that would raise awareness of wellness and contribute to AP House residents' overall wellbeing. The 8 dimensions of wellness are listed below. Choose the dimension that would be the focus of your event and come up with an event plan.

- ① Emotional wellness
- ② Physical wellness
- ③ Social wellness
- ④ Occupational wellness
- ⑤ Financial wellness
- ⑥ Environmental wellness
- ⑦ Spiritual wellness
- ⑧ Intellectual wellness



3. Planning Your Event

Be sure to thoroughly read and understand the following before drafting your event application.

[Event Overview & Purpose]

Choose one of the 4 event types listed in “2. Event Categories” and provide a detailed explanation of your event.

[Goals·Objectives·Outcomes]

Clearly define the goals, objectives, and outcomes you hope to achieve through your event.

[Event Management Framework]

- It is possible to apply on your own (only 1 applicant) or to apply as a team.
- In case of applying as a team, a team representative must be appointed, and the representative

shall communicate with the AP House.

- The number of core members including the representative (who will take the lead in important tasks such as overall supervision, budget management, schedule management, etc.) is limited to 3, and the number of non-core members (including those supporting the core members and/or volunteers on the day of the event) is limited to 10.
- Assign the roles for each member in advance.
- All team members must be AP House residents as of the day of the event.

[Eligible Event Participants & Participant Numbers]

- Events are open to all AP House residents. It is possible to make the event open to non-residents as well.
- Plan your event with a bare minimum of at least 5 participants or more.
- Set a maximum number of event participants to ensure the event will be well managed and run smoothly.
- Do not exceed the maximum number of participants of the facility for your event. (This number includes the team running the event as well.)

[Possible Event Locations]

■ On-Campus

(1) Facilities in AP House:

⇒ [AP House 1-2 Facility Information](#) or [AP House 5 Facility Information](#)

(2) Campus facilities ⇒ Please consult the AP House Team.

■ Off-Campus: Be sure to check in advance that you are able to reserve the off-campus facility you want to use for your event.

■ Online: It is possible to hold a seminar where the guest speaker appears online (someone from outside Oita Prefecture) and the participants gather in one place to listen or hold a completely online event (both the guest speaker and event attendees participate online).

[Event Costs]

- Use of campus and AP House facilities and equipment is free of charge.
- If you plan on inviting a speaker/lecturer from either on or off-campus for your event
⇒ Refer to the "[Note on Inviting Lecturers](#)".
- It is not possible to purchase expensive prizes/participation gifts to attract event participants
⇒ Refer to "[Note on Prizes and Gifts for participants](#)".

[Event Date]

- Events cannot be held during the week before the final exam period in addition to the final exam period itself. Schedule your event for a day that does not overlap with a university sponsored event (Tenku Festival, etc.) or a House Event.
- Make sure that the event ends within the time you have reserved the event facility for. (Have a clear idea of the amount of time you will need to run the event and include both the time it will take to set up before the event and clean up afterwards when you reserve the facility.)
- Have a plan in case of bad weather: Decide if you will hold the event as planned, postpone it, or change venues. *It is recommended to set a postponement date in advance

【Event Publicity】

- It is possible to get the word out about your event by hanging event posters and flyers in AP House lobbies, and displaying it on the digital signage
- All promotion materials must be submitted to the AP House Office for approval in advance

【Safety Measures】

- Insurance coverage is required for participants if you will be holding a sports event or an event that requires participants to be physically active. (The university will handle insurance coverage procedures.)
- Have measures in place to be able to appropriately respond to accidents and participants who suddenly become ill during the event. (Consider preparing a first-aid kit)

4. Documents **Click the document name to download*

【Documents to submit】

◎Mandatory

[①Event Planning Sheet](#)

[②Budget Planning Sheet](#)

[③List of Participants](#): When you create an application form, please include the necessary items of the list.

[④Event Report](#): you may submit one in form of video/PPT as long as the required items are covered.

⑤Expense Report: Use the same form as “[②Budget Planning Sheet](#)”

⑥All receipts: Paste the receipts for items you bought for the event on A4 sized paper in the order of the date you bought them and submit them together with the [⑤Expense Report](#). ⇒ Refer to the “Note on How to Submit Ryoshu-sho and Receipts”.

◎If applicable

[⑦Receipt of Gift Card](#)

[⑧Request for Using AP House Facilities](#) (Available at AP House 1 Security Office)

⑨Use of AP House Facility Pledge (Available at AP House 1 Security Office)

【References】

a) Facilities in AP House: “[AP House 1-2 Facility information](#)” or “[AP House 5 Facility information](#)”

b) [List of AP House Equipment and Items Available for Loan](#)

c) [Note on Inviting Lecturers](#)

d) [Note on Prizes and Gifts for participants](#)

e) [Note on How to Submit Ryoshu-sho and Receipts](#)

5. Timeline until completing the event and documents to submit

It is advisable to start specific preparatory work one month or more prior to the event date. Unexpected things can happen at an event, but early preparation and careful, detailed planning can prevent/deal with problems and happenings on the day of the event.

The following is a description of the flow of events from the submission of an event proposal to

the AP House Team to the implementation and post-implementation of the event.

Flow/To Do	Details	Documents to submit
At least one month before the event date Application and Application Screening		
Submit required documents to the AP House Team	Read the "RE-MIX Implementation Guidelines" carefully and confirm documents required for application.	① Event Planning Sheet ② Budget Planning Sheet
Contact from the AP House Team	AP House Team contacts you regarding the contents of the application, requests for changes (venue, date, etc.) or an in-person consultation.	
The date of approval~ three weeks before the event Reservation of Facilities, preparing to recruit participants		
Reservation of Facilities and Equipment	Reserve the facility and equipment you will use for your event. (1) AP House 1, 2 or 5 (Check the website) (2) Campus facilities: Please consult the AP House Team. (3) Off-campus facilities: Assure the usage rules, availability, costs, etc. before making reservations.	⑧ Request for Using AP House Facilities ⑨ Use of AP House Facility Pledge
Creating promotional material	Any application and design are possible, but it is required to obtain approval from the House Team before releasing the contents of the announcement. • Provide accurate information (event name and details, venue, date and time, application period, etc.). • Posters and flyers for posting and distribution should be printed by the AP House Team. * Posters or flyers without a stamp of approval from the AP House Team may not be posted	
Creating application	Create an application form using an app or similar tool and include it in the promotional material.	
Concretizing the content	• Preparation of the program and scripts, as well as member assignments and roles for the event day. • Preparation of props and required materials. • Confirm whether any items need to be purchased	
Three to two weeks before the event Start Recruiting Participants		
Promoting the event	Posting flyers inside AP House; announcements via the digital signage, email, etc. *Re-announcement is possible if the number of applications is low.	
Considering items to purchase	Determine the type and quantity of the items to purchase based on the status of applications.	

Two Weeks to ten Days before the event Close Participant Application		
Close application ⇒ Create a list	<ul style="list-style-type: none"> For an event requiring insurance coverage, submit the list to the AP House Team 2 weeks to 10 days before the event. 	③List of participants
Contact participants	<ul style="list-style-type: none"> Send a reminder to participants and inform them of any event details/changes 	
Rehearsal	<ul style="list-style-type: none"> Confirm and decide on the schedule as well as members' roles and assignments for the day. Check connection and operation of equipment and devices. 	
Finalizing the event planning sheet	Submit the final ① Event Planning Sheet to the AP House Team.	① Event Planning Sheet
Finalizing the budget	Submit the final ② Budget Planning Sheet to the AP House Office: The final budget should reflect the exact number of participants you recruited.	② Budget Planning Sheet
Day of the Event (start preparation from the day before the event as needed)		
Setting-up and preparation	<ol style="list-style-type: none"> Borrow a room key/equipment at Security Office (AP House) or Central Security Office depending on the venue. Locate the equipment and items borrowed or brought-in, printed material, etc. in place. Confirm the overall set-up and do last minute rehearsal. 	
Door opening	<ul style="list-style-type: none"> Check attendance with ③ List of Participants 	
Start of the event	<ul style="list-style-type: none"> Make any necessary minor adjustments depending on the number of attendees. Manage the event to ensure it runs smoothly. 	
End of the event	<ul style="list-style-type: none"> Clean up and leave the venue within the usage time Return the equipment/items borrowed to the place where it was borrowed or taken out within the reserved time. <p>*Any loss, damage or stain of equipment may result in prohibition for future use.</p> <p>*Return the equipment to the AP House Team/office during the opening hours.</p>	
Within One Week after the event Submission of post-event documents		
Document submission	<ul style="list-style-type: none"> Submit all relevant documents together to the AP House Team within one week after the implementation of the event. The implementation report and expense report must be submitted as file attachments to an e-mail. <p>*Do not submit them in a link.</p>	③List of Participants ④Event Report ⑤Expense Report ⑥All receipts ⑦Receipt of Gift Card

Settlement Expenses	of	The event expenses will be reimbursed at a later date to the bank account of the treasurer indicated in the planning sheet *You must bear any costs exceeding the budget	
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【Inquiries】

AP House Team: stugcp@apu.ac.jp

Office Hours: Monday-Friday: 10:00~16:30 *Tuesdays: 13:00-16:30