**RESIDENT-MIX Detailed Activity Plan**

1. **General information**

|  |  |
| --- | --- |
| Event name | (Japanese) |
| (English) |
| Event Type | 1 　　・　　 2　　 ・ 　　3　　 ・ 　　4 |
| Purpose, summary, goal |  |
| Applicable Wellness |  |
| The goal for organizational growth |  |
| Expected outcome |  |

**2. Management structure** \*Add lines as needed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title | Student ID No. | Full name | Building name | Room number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Timeline of preparation**

Please provide as detailed a schedule as possible for the necessary preparations for implementation, such as finalizing the plan and cost and, reserving and preparing equipment, negotiating with outside speakers (if invited), announcing the event, and recruiting participants. Add lines as needed.

|  |  |  |
| --- | --- | --- |
| Date | Goals to do | Detail (Who and what to do, etc.) |
| (ex.)　 Date | (ex.)　 Finalizing a guest speaker plan | (ex.)  Research information on guest speakers  Contact the candidate  ■things to confirm  The purpose of the event  The date you are requesting  Getting information about/negotiating the cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Detail information of the Event**

|  |  |
| --- | --- |
| Event date | ( )　　( 　　 ) 　　( 　 )  Year Month Day |
| Time period | Use of the venue (　 : ) 　- 　(　 : )  Event time　 　(　 : )　 - 　(　 : ) |
| Intended place of use | \* You should make a reservation for the AP house facility. |
| Facility and equipment to borrow | Yes　　・　　No |
| \*If yes, describe the details here |
| Include plans for inclement weather (Proceed as schedule / postpone / Cancel / Change of Venue) |  |

**5. Timetable + details of the event**

\* Including preparation and return of borrowed item and clean-up time

|  |  |
| --- | --- |
| Time | Event details |
|  |  |

**6. Participants**

　 \*Circle the applicable house and write the expected number of participants

|  |  |
| --- | --- |
| AP House 1 ・2 ・ 5 | People (approximately) |

**7. Guest speakers coming from outside of AP house.**

\* Separate documents need to be submitted to the AP house Office if the guest is coming to campus by car.　\* Add additional lines if there are multiple guests.

|  |  |
| --- | --- |
| Guest name |  |
| Affiliation |  |
| Visiting date |  |

**8. Safety measures / Insurance**

|  |  |
| --- | --- |
| Insuranceforparticipants | ・Enroll → The list of participants must be submitted 7 business days in advance  ・Not enroll → Provide a reason and safety measures that will be taken.  ( ) |
| Preparing first aid kit(s) | ・Yes → Prior request to Health Clinic is required.  ・No |

**9. Publicity Plan**

\* Required to be in Japanese and English

\* You can use AP house bulletin board in the AP House buildings (prior approval of the AP House Office is required)

|  |
| --- |
|  |

**10. Expenditures**

\* The University provides subsidies for expenditures up to 50,000 Yen. It is required to submit the necessary documents such as activity report and expense report after the implementation of the event, and to be approved by the AP House Office in order to receive the amount of the subsidy.

|  |  |
| --- | --- |
| Total income  \*Fill out the details on the “Budget form” and submit along with this form |  |
| Total expenditures  “Fill out the details on the Budget form (expenditures)”, and attach it along with the activity plan |  |
| Receiving support from organizations | ・Yes (Name of organization: )  ・No |
| Admission fee | ・Yes　(　　　　) Yen/person　　　・No |

**11. Submission of post-event documents**

\*Submit within 7 business days after the event.

|  |  |
| --- | --- |
| Intended date of submission |  |

**12. Note**

This form will not be accepted if it is not signed below.

〇 If the all of the necessary documents are not submitted by the deadline (including documents that are incorrectly filled out), the event will not be allowed to be held.

〇 If revenue is generated, the university subsidy may not be granted for the items eligible for the subsidy. Also, final surpluses should be donated to outside organizations so that there will be no income or expenses.

〇 If you implement an event using campus facilities and/or equipment, you will be required to join semester clean-up activities.

|  |  |
| --- | --- |
| I certify that I have read and  understood the above information. | (Signature)　　　　　　　　　　 　(Date) |

|  |  |
| --- | --- |
| Office Use | |
| Date of receipt |  |
| Result | Approved　/　Rejected |
| Remarks |  |