**Project Type B Event Proposal**

**【Project Name: 】**

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| 1. General Information
 |
| Event Name (J)  |  |
| Event Name (E) |  |
| Purpose, summary, goals |  |
| How is this event related to the achievement of your final Project B goals?  |  |
|  |
| Detailed Description |  |
| Event Objectives and Evaluation Methods（How many participants are you aiming for? If this is a fundraising event, how much do you hope to raise?） |  |

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| 1. Day of the Event
 |
| Date and time of the event |  |
| Intended place of use |  |
| Timetable + details of the event (Attach a separate detailed document) |  |
| Audio | [ ]  Yes　 [ ]  No |
| Food arrangements | [ ]  Yes　　[ ]  No |
| Include plans for inclement weather | [ ]  Proceed as schedule　　[ ]  Postpone　　[ ]  Cancel[ ]  Venue Change（Location: ） |
| Venue Layout※Booth placement, entrance/exit, general route participants will follow at the event, etc. |  |

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| 1. Rehearsal
 |
| Rehearsal date/time |   |
| Intended place of use |  |
| Timetable + details of the event（Attach a separate detailed document） |  |
| Audio | [ ] Yes　　[ ]  No |
| Food arrangements | [ ]  Yes　　[ ]  No |
| Include plans for inclement weather | [ ]  Proceed as schedule　　[ ]  Postpone　　[ ]  Cancel[ ]  Venue Change（Location: ） |

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| 1. Guests (Guest speakers coming from off-campus)
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| \* Separate documents need to be submitted to the Student Office if the guest is coming to campus by car.\* Add additional lines if there are multiple guests. |
| Affiliation |  |
| Guest’s Name |  |
| Visit Date |  |
| Accommodations |  |
| Contact Information(Cell Phone Number) |  |

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| 1. Participants
 |
| APU students |  |
| Off-campus visitors |  |
| List of off-campus visitors (Possible to attach a separate guest list instead of writing the names here) |  |

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| 1. Safety Measures / Insurance　(Not necessary for online only event)
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| Insurance for the student(s) hosting the activity (accident) | [ ]  Enrolled [ ]  Not enrolled\*If not enrolled, provide a reason and safety measures that will be taken. |
| Insurance for the student(s) hosting the activity (restitution) | [ ]  Enrolled　　[ ]  Not enrolled \*If not enrolled, provide a reason and safety measures that will be taken. |
| Insuranceforparticipants | [ ]  Enrolled　　[ ]  Not enrolled \*If not enrolled, provide a reason and safety measures that will be taken. |
| Insuranceforproducts such as food | [ ]  Enrolled [ ]  Not enrolled \*If not enrolled, provide a reason and safety measures that will be taken. |
| Notify the health center about providing food | [ ]  Notify [ ]  Not notify\*If not notify, provide a reason and safety measures that will be taken. |
| Preparing first aid kit(s) |  |
| Hospital information (in case of an emergency) |  |
| Fire safety measures(when using fire) | Name of device being used　: Number of devices being used :Fire safety measures　: Person responsible for fire safety　: |
| Inquire and notify the fire department when using fire |  |
| Participation in overseas activity guidance sessions |  |
| Acquire overseas safety information |  |

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| 1. Reserving Venues
 |
| Millennium Hall | [ ]  Use　　 　[ ]  Will not use  |
| Participation in the guidance session to use Millennium Hall | [ ]  Participate　　[ ]  Will not participate |
| Participate in Facilities Meeting | [ ]  Participate　　[ ]  Will not participate |

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| 1. Reserving Equipment
 |
| Using the University’s equipment | [ ]  Use　 　[ ]  Will not use |
| Participation in the guidance session to use Millennium Hall | [ ]  Participate　　[ ]  Will not participate |
| Participate in Facilities Meeting | [ ]  Participate 　[ ]  Will not participate |
| Participate in acoustic training | [ ]  Participate　 [ ]  Will not participate |
| Equipment that the students hosting the activity will prepare on their own |  |

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| 1. Set Up and Removal
 |
| \* Separate documents need to be submitted to the Student Office if you will use a car for removal. |
| Date and time of set up |  |
| Date and time of removal |  |
| Access for vehicle | [ ]  Yes　　[ ]  No |
| Use of Atelier | [ ]  Use　　[ ]  Will not use |

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| 1. Publicity
 |
| \* Required to be in both Japanese and English |
| [ ]  Putting up posters on campus[ ]  Billboards in the Student Union[ ]  Cafeteria Booth[ ]  Distributing flyers on campus[ ]  Digital Signage at Cafeteria[ ]  SNS | [ ]  Distributing booklets and pamphlets on campus[ ]  Distributing sponsor’s information on campus[ ]  Constructing objects around the fountain[ ]  Putting up flags[ ]  Putting up posters around offices[ ]  Others |

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| 1. Expenditures
 |
| Total income |  Yen\*Fill out the details on the “Budget form (Income)” and attach |
| Total expenditures |  Yen\* Fill out the details on the “Budget form (expenditures)” and attach |
| Receiving support from companies | [ ]  Yes　　[ ]  No |
| Admission fee | [ ]  Yes　　[ ]  No |

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| 1. Preparation Schedule
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| Date | Preparation Details | Person in Charge |
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| 1. Summary / Submission of financial statements
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| \*Must be submitted within 10 business days from the event date. |
| Reflection Meeting Date |  |
| Intended date of submission |  |

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| 1. Note
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| \* This form will not be accepted if it is not signed below. |
| ・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.・Please videotape and photograph the University's facilities and equipment before using them. If there is a facility or piece of equipment that is dirty or damaged after being used, the organization that used the facility or equipment will need to do volunteer activities and either pay for damages or return the facility or equipment to its original state.・If the documents that need to be submitted after the event (including documents that are incorrectly filled out) are not submitted by the deadline, the organization will need to write and submit a letter of apology and perform volunteer activities. |
| I certify that I have read and understood the above information. | (Signature) |