

# “International Festival 2024”

## Stage Performance Guidelines

Thank you very much for participating in the International Festival.  
In preparation for the event, please thoroughly read these guidelines, and share the information with all staff and concerned parties on the day of the event. Let’s all work together to make a fun-filled festival!

### Goal

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- (1) Providing a place for foreign residents and local residents to interact and increase interest in international exchange and international cooperation.
- (2) Providing a place to introduce activities of groups and organizations that are active in the field of international exchange and international cooperation, aiming to revitalize international exchange and cooperation in the region, and deepen cooperation between organizations.
- (3) Increase understanding of different cultures around the world, and to widely educate people about the importance of living with and accepting and celebrating differences of those around them.
- (4) Promote regional revitalization as a support for cooperation in regional reconstruction, including disaster-stricken areas inside and outside the prefecture.

### Title/Theme

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“International Festival 2024:  
The World Adventure ~into the future beyond!~”

Our hope is to create an event where attendees can explore and experience the ‘world’ within the Festival venue. Where attendees can feel a connection with performers and volunteers, a connection to their community and the world, and connection to each person, and even their own future while enjoying our event. Please make sure your exhibition/presentations suit the purpose of the event. We ask for your understanding and cooperation in being conscious of SDGs during your participation/exhibition.



Organizer: Aizuwakamatsu International Association  
Co-Organizer: Aizuwakamatsu City, JICA Tohoku (TBD)

## 1. Date/Time

October 5<sup>th</sup>, 2024 (Saturday) 10:00~15:00

## 2. Location

Tsuruga-jo Gym (14-51 Jotomachi)

## 3. About Stage and Equipment

- A) Your stage performance should take **no more than 30minutes** including preparation and clean-up.
- B) Available performance area: (max. W18m x D10m) on the stage in the gymnasium.
- C) Outdoor shoes cannot be worn on the stage, so please prepare indoor shoes, etc.
- D) There will be seating in front of the stage with approximately 60 audience seats.
- E) Available microphone equipment: wireless, corded, and microphone stands. Sound will come out of speakers to the left and right of the stage, as well as outside of the venue for people to hear. A professional sound operator will be present on the day of the event. The sound operator will be in charge of all music (including microphone volume).
- F) Due to limited electrical capacity, all equipment you will use on the day must be reported in advance, and no additional equipment may be used.

## 4. About the Stage Staff

The stage staff will consist of two staff in charge, two MCs, one sound operator (FM Aizu), and limited volunteers. Stage set-up and clean-up will be the responsibility of each group/performer.

## 5. For Performers Who Use Music

Please submit the songs/music you will use by **September 27<sup>th</sup>**. Acceptable formats: (USB, CD, mp3. etc.) If you are submitting physical media, please write the name of the performer/group, the number of the song to be used, and the name of the song on the USB, CD, etc. so that we can access it easily.

## 6. Regarding The Day Before (4<sup>th</sup> , Friday)

If you wish to see the stage, or rehearse the day before, please contact the International Association Staff. (Available for practice 17:00-19:00)

## 7. Regarding The Day (5<sup>th</sup>, Saturday)

- A) When you arrive at the venue, please sign-in at the Staff Info booth. They will show you to the stage reception. Any further instructions will be given to you by the stage staff. Please follow their instructions.
- B) Emergency contact on the day of: **070-6492-3262 (AWIA Staff)**
- C) Performers must report to the stage **30 minutes before** their performance time.
- D) If you are bringing any equipment with you, please follow the staff instructions. Please park your vehicle in the rear of the parking lot on the east side of the gymnasium.
- E) Please use the changing rooms for preparation and costume changes. (Prep-room may be subject to change. Please confirm it with the International Association Staff.) Please be mindful of your belongings. We do not claim any responsibility for theft, etc.

## 8. Others

- A) There is **no smoking** inside the festival venue. There are designated smoking areas outside the building. In the case of a fire, etc., please follow the staff's instructions and evacuate immediately.
- B) Please do your best to avoid conflict/confrontations with the attendees.

- C) The organizers take no responsibility for the loss or damage of goods.
- D) In case of an emergency or problem, or if you see any suspicious items, please contact staff at the organizer area.
- E) For vomit clean-up, please contact the staff of the organizer area as we will prepare a rag, bleach (for virus sterilization), rubber gloves, etc.
- F) In the case of inclement weather that affects the holding of the event, the final decision regarding continuing/cancellation will be made by **17:00 on October 4<sup>th</sup> (Friday)**, and if it is canceled, all exhibitors and participants will be notified accordingly.

## 9. Overall Schedule

### 1. General Schedule (from July 2024)

Date	What	Details
July 2 <sup>nd</sup> (Tue)	Booth/Food Stall Applications Open	First Come, First Served.
Aug 9 <sup>th</sup> (Fri)	Application Deadline	
Sept 7 <sup>th</sup> (Sat) 10:00~	Exhibitioner Info. Session (Aizu Keikodo Rm 3)	Please RSVP!
Oct 4 <sup>th</sup> (Fri)	Pre-event Set-up	If you'd like to set up the day before: 17:00-19:00
Oct 5 <sup>th</sup> (Sat)	The Event!!	

### 2. The Day Before : October 4<sup>th</sup> 2024 (Friday)

Time	Description
13:00	Volunteers Gather: Location Setup/Check Inside the Gym: <ul style="list-style-type: none"> <li>• Floor sheet laying</li> <li>• Booth panels, table/chair setup, exhibitor and stage setup.</li> </ul>

~	<ul style="list-style-type: none"> <li>• Stage equipment setup</li> <li>• Organizer Area setup</li> </ul> Outside: <ul style="list-style-type: none"> <li>• Tent set-up, gas canisters/extension cord laying etc.</li> </ul> *If you'd like to set up your booth/stall the day before, please contact us ahead of time. (Prep-time: 17:00~19:00)
19:00	

The Day Of : October 5<sup>th</sup>, 2024 (Saturday)

Time	Description
8:00	Exhibitor Reception (Start)
~	Exhibitor Equipment Setup/Preparation/Allocation
9:45	Preparations Complete
9:50	Attendees Entry Start
10:00	Festival Start: Opening Ceremony
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15:00	Festival Finish: Clean up Announcement
15:00	Deconstruction Start/Collection of Equipment Panels, Other Equipment Return Exhibitor Survey
16:00	Deconstruction End/Final Check
16:30	Staff/Volunteers Dismissed