

受付番号：

SAMPLE

OPEN SITE 2018-2019
応募用紙

- * Please make sure to use the software "Adobe Reader" when you fill in the application.
- * For Mac users: Please do not use the software "Preview" to fill in the application, otherwise the data will not be displayed properly.
- * Save files by adding the applicant's name to the original. e.g.) Applicationform.pdf → AppForm_TaroTokyo.pdf

①応募申込書 / Application Form

【基本情報 Basic Information】

フリガナ		
応募者名 Name	姓 Family Name	名 First Name
グループ名 Group Name	(人数 No. of members:)	
生年月日 Date of Birth (year/month/day):	/ /	年齢 Age:
国籍 Nationality:	性別 Sex: ☐ 男 male ☐ 女 female	
現住所 Address:		
TEL:	Mobile:	
E-mail:		
Skype での面接を希望する Prefer Skype interview ☐		*For those who live overseas or in places far from Tokyo, if you prefer to attend the third selection (interview) by Skype, please mention it.

【居室提供 Accommodation】*国内遠方居住者及び海外居住者のみ | For from overseas and long-distance in Japan ONLY.

居室の使用希望 Preference to stay at TOKAS Residency.	(1) ☐ 希望する (2名まで) Preferred (up to 2 participants)
	(2) ☐ 希望しない Not preferred
	☐ (1)を選択した方で、居室の提供を受けられなかった場合に自己負担で宿泊を手配して企画の実施を希望する場合は、こちらを選択してください。If you choose (1) and would like to execute the project even if TOKAS will not be able to provide accommodation by arranging it by your own cost, please mark here.

【個人情報

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- TOKAS offers TOKAS Residency for those who live overseas or in places far from Tokyo during the period that TOKAS sets to execute the project. However, as the numbers of rooms are limited, we cannot always accommodate. Confirm the conditions below and state your preference.

(1) The number of people: up to 2 participants (twin room)

(2) The period of time: Exhibition About 12 days including loading-in.

Performance About 8 days from loading-in to dismantlement.

(3) Eligible people: Successful candidates, exhibitors, presenters and essential staff for the project.

* TOKAS Residency does not admit to stay people who are unrelated to the projects. (e.g. participants' families etc.)

* When participants have exceeded the number of people who TOKAS can accommodate, they need to arrange accommodations themselves.

* Those who are under 18 years old are not admitted to stay at TOKAS Residency in general even if they are exhibitors/presenters.

* Please arrange responsible person to be deputed to take charge of de-installation.

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②企画内容 / Project Information

応募者名 Name		グループ名 Group Name	
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【企画概要 Project Outline】

企画タイトル Title of the project			
発表形式 (複数回答可) Format of Presentation (choose all that apply)	☐ 展示系 Exhibition	☐ パフォーマンス系 Performance	☐ OPEN SITE dot
実施スペース Feasible Space (choose all that apply)	☐ Space B (2F) ☐ Space C/D (3F)	Space A (1F)	
出演者名 Names of participants (Exhibitors etc.)			
企画概要 Concept of the project			
要点 (日本語 40 字以内) Summary of the project (Approx. 15 words in English)			
概要 (日本語 500 字以内) Concept of the project (Approx. 200 words in English) Include the summary and goals.			
企画内容・構成 (日本語 500 字以内) Content and structure of the project (Approx. 200 words in English) Describe the details and the way in which the contents can develop along the time axis (from the beginning to the end).			

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【実施期間 Execution Periods】

実施可能な期間（複数回答可） Feasible periods (choose all that apply)	☐ 2018 / 11 / 24（土）～2018 / 12 / 24（月・祝） Nov. 24 (Sat.) , 2018 – Dec. 24 (Mon.) , 2018 ☐ 2019 / 1 / 12（土）～2019 / 2 / 11（月・祝） Jan. 12 (Sat.) , 2019 – Feb. 11 (Mon.) , 2019
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※1つの期間しか選択できない場合は、その理由を記してください。If only one period is feasible, please explain the reason.

入選決定から企画実施までのスケジュールを時系列で具体的に記入ください。

Please fill in the detailed schedule for executing the project in chronological order.

Describe detailed schedule of a project such as preparation and production in chronological order that will be started after the project is selected.

【イベント Artist Event】展示部門のみ | Exhibition Only

実施希望の有無 Prefer to execute artist event	☐ あり Yes ☐ なし No
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イベント内容や実施方法などを具体的に記入してください。 Please describe the content and details of the events.

- During the execution period, participants can hold artist events such as talk sessions, performances and workshops, for example, on participant's own responsibilities. If you want, please describe details about what kind of events.
- Participants are not allowed to charge any admission fee for the artist's event.
- Participants are not obligated to hold artist events.

【客席数／入場料】

客席数 Capacity	- The capacity of audience is up to 60. Refer to "Venue and Execution Schedule" for the details. - Set preferable ticket price within 3,000 Japanese yen (JPY) for the project. The actual price, however, will be set after consultation between successful candidates and TOKAS. - It is possible to execute projects such as lecture, symposium and workshop for free of charge. However, successful candidates need to cover all costs for handouts and materials, if any, which will be distributed to visitors/ audiences of the project, so that TOKAS recommends setting ticket price depending on participants' needs.
料金 Price	
持込み機材類	

- Participants can use all equipment which is listed on "Equipment List" for free of charge.
- The entrance and corridor of TOKAS Hongo is narrow. If you are planning to carry-in large-scaled materials or instruments, please describe it.

公演の運営スタッフ（舞台監督、音響、照明、美術、制作等）について

Names of technical staff (ex. stage manager, sound, lighting, art, production, etc.), if any.

- Participants must arrange specialized staff by themselves to execute their projects such as stage manager, lighting and sound technicians as well as staff for installation/ dismantlement. Please note it if you suppose to arrange them.
- TOKAS staff can assist in basic lighting control (such as ON/ OFF the light) or audio control (such as adjusting gain level in talk session) only in case if those are not a part of performing effects.

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*** A budget plan will be an important factor for the selection, and fill in budget (income/ expenditure) as detailed as possible.**

【収支予算書 Budget Plan】 ※展示系、パフォーマンス系希望者のみ記入してください。

収入 Income

項 目 / Topics	金 額 / Amount	内 訳 / Memo
制作支援金 TOKAS subsidy	JPY	展示系 国内居住者 Residents in Japan : 359,160円 JPY (400,000円 JPY - 10.21%) Exhibition 海外居住者 Overseas residents : 318,320円 JPY (400,000円 JPY - 20.42%) パフォーマンス系 国内居住者 Residents in Japan : 179,580円 JPY (200,000円 JPY - 10.21%) Performance 海外居住者 Overseas residents : 159,160円 JPY (200,000円 JPY - 20.42%)
外部助成金 Grants by other organization	JPY	申請先、申請額、対象項目、受給可否判明日などを記載してください。 Please describe names and amount of grants, objectives, when you will know the result.
チケット売上（見込額） Ticket revenue (Expect)	JPY	パフォーマンス系のみ Performance Only 参考：（販売価格×販売枚数×公演回数）－税※ How to calculate: (Price x numbers of selling tickets x Performance Times) – Tax※ ※10.21%（国内居住者）あるいは20.42%（海外居住者）
	JPY	
	JPY	
自己負担額 Out of pocket expenses	JPY	
合 計 Total	JPY	

助成金の申請予定がある方は、受給できなかった場合に収入の不足分を自己負担して企画を実施する意思の有無を選択してください。
For those who are applying for grants, please state whether you would cover the shortage of budget yourself or not in the case of failing to be funded by them.

☐ あり Yes

☐ なし No

支出 Expenditure

項 目 / Topics	金 額 / Amount	内 訳 / Memo
Transportation, Install & de-install, Travel expenses, Per Diem/ honorarium etc.		
	JPY	
	JPY	
	JPY	
	JPY	
	JPY	
	JPY	
	JPY	
	JPY	
合 計 Total	JPY	

* 必要な項目は適宜追加してください。 Add topics appropriately as needed.

* 内訳はできる限り詳細に記入してください。 Fill out as possible in detail and convert those amounts for Japanese Yen (JPY).

* 制作支援金には源泉徴収が発生いたします。 Withholding tax will be deducted for TOKAS subsidy.