The Opening/Closing Ceremonies of the Olympic and Paralympic Games Tokyo 2020
Assistant Cast Member Application Guidelines

Introduction
As an assistant cast member, you will be responsible for the movement of athletes to and from the stadium as well as providing a calming presence that will allow them to perform to their best. You will welcome athletes with a smile, provide light conversation to keep their spirits high and guide them into the stadium smoothly so that they can enjoy the ceremony first hand. Your support is key to allowing athletes from around the world to make the most of this spectacular event as well as create fond memories of the host city, Tokyo. We are confident that your role as assistant cast member is sure to make an amazing memory that you can share with others for years to come.

Production Team of the Opening and Closing Ceremonies of the Olympic Games Tokyo 2020

1 Overview
Recruitment events (matching skills, roles and other responsibilities) will be held for assistant cast members who will support the athletes participating in the Opening/Closing Ceremonies of the Tokyo 2020 Olympic and Paralympic Games.

(1) Tokyo 2020 Olympic assistant cast members (about 1,000 members)
Assistant cast members will support athletes at the Opening/Closing Ceremonies for the Olympic Games Tokyo 2020.
- They will welcome the athletes when they enter the stadium and guide them into the field.
- After the athletes have entered the stadium, they will provide support for the athletes to enjoy the Opening/Closing Ceremonies.

(2) Tokyo 2020 Paralympic assistant cast members (about 1,200 members)
Assistant cast members will support athletes at the Opening/Closing Ceremonies for the Tokyo 2020 Paralympic Games.
- They will welcome the athletes when they enter the stadium and guide them into the field.
- After the athletes have entered the stadium, they will provide support for the athletes to enjoy the Opening/Closing Ceremonies.

Please note:
- The number of cast members to perform (recruited) at the Ceremonies and their roles may change.
- The members under (1) will attend both the Opening and Closing Ceremonies of the Olympic Games Tokyo 2020.
- The members under (2) will attend both the Opening and Closing Ceremonies of the Tokyo 2020 Paralympic Games.
- In the case that you apply for both (1) and (2), you may be selected for both categories.

Schedule:
7 February, 2020: Application announcement
7–28 February: Applications open
Early March: Application screening, matching and lottery drawing
Late March: Application results are released (tentative)
April: Briefing (briefings will be held in Tokyo. Several briefing sessions are expected)
Mid-July: Rehearsal for Olympic assistant cast members (expected to be held over several days in the Kanto region)
24 July: Tokyo 2020 Olympic Games Opening Ceremony (the event proper)
Early August: Rehearsal for Olympic assistant cast members (expected to be held over several days in the Kanto region)
9 August: Tokyo 2020 Olympic Games Closing Ceremony (the event proper)
Mid-August: Rehearsal for Paralympic assistant cast members (expected to be held over several days in the Kanto region)
25 August: Tokyo 2020 Paralympic Games Opening Ceremony (the event proper)
Early September: Rehearsal for Paralympic assistant cast members (expected to be held over several days in the Kanto region)
6 September: Tokyo 2020 Paralympic Games Closing Ceremony (the event proper)

Please note:
- Activities may last until past 10:00 pm.

2 Application Eligibility
- Applications are limited to individuals only. Those who require a personal assistant may apply along with up to one personal assistant. (Please see below ‘Please note’)
- Those born on or before 1 April, 2002. However, those born on or after 1 March, 2000 (hereinafter referred to as "Minors") must obtain the consent of their guardian before submitting their application.
- Those living in Japan as of 1 April, 2020 and until 6 September, 2020, and who either have Japanese nationality or status of residence in Japan.
- Those able to communicate in Japanese (communication in Japanese with staff is required for the
role).
- Those able to attend the designated meeting places (in the suburbs of Kanto region).
- Those who can participate on their own or with their personal assistant in the rehearsals and actual events.
- Those who are energetic and strong enough to engage in demanding tasks during the event proper that is expected to take about two hours.
- Those who can adjust their schedules for the rehearsals and the events proper to take place going forward.

Please note:
*Personal assistant: Person to provide activity support or assisted daily living care if an assistant cast member requires it. Personal assistants are also asked whether they wish to participate as a cast member. The personal assistant who will apply as a cast member is asked to fulfill the application requirements same as the assistant cast member.

3 Registering your information on the Tokyo 2020 assistant cast member application website

Please note:
- For details about registration and data entry, please refer to the manual.
- The manual will be uploaded at the same time as the application website launch.
- Information can only be entered in Japanese on the website.

- Name (in the case of a Minor, the names of both the applicant and guardian)
- Date of birth (in the case of a Minor, the dates of birth of both the applicant and guardian)
- Address, telephone number, and e-mail address (in the case of a Minor, those of both the applicant and guardian)
- Type and name of impairment (For type of impairment, select your type from “visual impairment, hearing impairment, physical impairment, functional impairment, mental impairment, intellectual impairment, developmental impairment, multiple impairments, or other” and enter the specific name(s) of your impairment or impairments.) (If you have a Disability Certificate, please inform us the type and class of your certificate.)
- Assistive device (crutches/white cane, wheelchair (electric), wheelchair (manual), etc.)
- Other matters to take into consideration/note
- Reason for applying for the position (up to 2,000 Japanese characters)
- Communication skills such as languages, sign language, etc., and qualifications

Entry example: (Daily conversation level in XX (language), studied in a XX-speaking country for XX years, Grade X in the Eiken Test in Practical English Proficiency, TOEIC score of XX, Grade XX in the French
Practical Aptitude Diploma (DAPF), Grade XX in the Test of Proficiency in Korean (TOPIK), certified sign language interpreter, etc.)
- Your sizes for costumes and shoes*
*Depending on the amount and nature of applications, we may not be able to accommodate your desired sizes. In this case, we will consider providing the sizes most close to your request as much as possible.

4 Submission method
- Please be aware that applications cannot be submitted via e-mail or brought in directly to us.

5 Submission period
Please submit your application from the application webpage during the following period.
12:00 Friday 7 February, 2020 – 23:59, Friday 28 February 2020
You are advised to submit your application early, as it is expected that the website will be highly congested immediately before the deadline, which may cause delay in accessing the website.

6 Recruitment
Selection will be made by matching the activities and roles of assistance cast members and conducting a lottery draw from among the applicants.

7 Conditions
Participation in activities
- A Tokyo 2020 Olympic/Paralympic assistant cast member is a voluntary role that you will take part on your own discretion.

Period of activities
- The Period of activities are the briefings, rehearsals, and events proper.
- The actual schedule will be informed at the briefings to be held in April.

Expected schedule
- Tokyo 2020 Olympic assistant cast members
  April: Briefings (held in Tokyo) *Several sessions are expected.
  Mid-July: Rehearsal for Olympic assistant cast members (anticipated to be held over several days in
the Kanto region)
24 July: Tokyo 2020 Olympic Games Opening Ceremony (the event proper)
Early August: Rehearsal for Olympic assistant cast members (anticipated to be held over several days in the Kanto region)
9 August: Tokyo 2020 Olympic Games Closing Ceremony (the event proper)
- Tokyo 2020 Paralympic assistant cast members
April: Briefings (held in Tokyo) *Several sessions are expected.
Mid-August: Rehearsal for Paralympic assistant cast members (expected to be held over several days in the Kanto region)
25 August: Tokyo 2020 Paralympic Games Opening Ceremony (the event proper)
Early September: Rehearsal of the Paralympic assistant cast members (expected to be held over several days in the Kanto region)
6 September: Tokyo 2020 Paralympic Games Closing Ceremony (the event proper)

Hours of activities
- We will conduct rehearsals with consideration for the health conditions of cast members and take necessary breaks.
- Depending on the nature of rehearsals, stand-by times may be prolonged.
- Activities may last until past 10:00 pm.

Items to prepare for the activities
- You will need to show personal identification to participate in the briefings held in April, so please make sure to prepare one of the following documents in advance.
  Passport, residence card in Japan, Japanese driver’s license, Japanese Personal Identification Number Card (“My Number Card”)

Payments, etc.
- A Tokyo 2020 Ceremony cast member is a voluntary role to be taken at one's own discretion, so no payment is made for performances, etc.
- We are, however, planning to give a souvenir that will serve as a memento of your participation, to be provided after completion of your activities.
- Costumes and other items will be lent to you according to your role (details to be confirmed).
- Food and beverages will be provided as required (one meal during your activity time) during the activities (we will also provide food and beverages for one personal assistant).
- Transportation costs to the meeting place and accommodation costs are to be borne and arranged by each cast member. We will, however, cover part of the transportation costs on activity days (1,000
yen/day per person is planned to be paid in digital currency. We will also provide the same for one personal assistant.

- Cast members will be covered by liability and injury insurance during the activity period. (The personal assistant will be covered as well. Details will be disclosed at the briefings to be held in April.)

8 Main Cautions

- We will arrange for sign language interpreters necessary for the briefings, rehearsals, and events proper. (If you require a sign language interpreter or personal assistant for your own voluntary practice or transportation, please arrange on your own.)

- Minors must obtain the consent of their guardian before applying.

- Those who take part in, or are involved in, or anticipate being involved in, or have the possibility of becoming involved in the Tokyo 2020 Olympic and Paralympic Games, such as by serving as Tokyo 2020 Games’ volunteers, must mention the fact, when filling out the application form, under “Plans to take part in the operations of the Tokyo 2020 Games”.

- In carrying out your activities, you will be asked to acknowledge and agree to the following terms:
  a. The copyrights (including the rights set forth in Articles 27 and 28 of the Copyright Act) and their neighboring rights, the neighboring rights of the photographs and videos that were shot in the course of the Games of the XXXII Olympiad and Tokyo 2020 Paralympic Games’ Opening and Closing Ceremonies (hereinafter referred to collectively as “the Events, etc.”), as well as of productions such as recordings that were taken in the course of the Events, etc. (hereinafter referred to collectively as “the Productions”), as well as the copyrights and their neighboring rights of the actual performances that were recorded in the Productions, and all other rights and interests, shall belong to the International Olympic Committee (hereinafter referred to as “IOC”) or the International Paralympic Committee (hereinafter referred to as “IPC”). The IOC, the IPC, and the Tokyo Organising Committee of the Olympic and Paralympic Games (hereinafter referred to as “the Organising Committee”), other IOC-related organizations (the Olympic Foundation for Culture and Heritage, IOC Television & Marketing Services S.A., Olympic Channel Services S.A., Olympic Channel Services S.L., Olympic Broadcasting Services S.A., and Olympic Broadcasting Services S.L., and their subsidiaries and/or other related personnel) and IPC-related organizations (the Agitos Foundation, its subsidiaries and/or other related personnel) (hereinafter referred to collectively as “the Organising Committee, etc.”), own the rights to perpetually use, throughout the world, without limitations on the frequency, all or part of the Productions, including reproductions thereof, for the purpose of holding the Events and promoting the Olympic and Paralympic Movements. They also own the rights to allow others to use such Productions.
b. The Organising Committee, etc., owns the rights to perpetually use, throughout the world, without limitations on the frequency, the cast members’ names, voices, and portraits, as well as all self-profile materials that the cast members offer to the Organising Committee, etc., for the purpose of promoting the Olympic and Paralympic Movements. They also own the rights to allow others to use such items.

c. All personal rights that the cast members own relating to the Productions and the recording of videos and sound taken during the Events, etc., (including, but not limited to, the authors’ and the performers’ personal rights) must not be used against the Organising Committee, etc., or third party designated by the Organising Committee, etc.

d. Your demonstrations and performances at the Events, etc., do not infringe on the intellectual property of a third party. Moreover, that you have received no objections by a third party related to demonstrations and performances you may perform.

e. All the comments you make at the Event, etc., are true, to the best of your knowledge, and that these statements and appearances do not infringe on the rights of any third party.

f. You make no statements or actions while appearing and participating in the Events, etc., that are slanderous, insulting, immoral, or obscene, and that you do nothing whatsoever that may be seen to be political, religious, or racially discriminatory.

g. You do not carry out any acts whatsoever to do harm, or cause nuisance to other participants of the Events, etc., or on personnel in charge of shooting and/or recording the Events, etc., or on any other third parties.

h. There are various sponsors for the Tokyo 2020 Olympic and Paralympic Games, and that only these sponsors own the marketing rights concerning the Tokyo 2020 Olympic and Paralympic Games as well as the Olympic and Paralympic Movements.

i. The relationship between the cast members and the Organising Committee, etc., or the facts of appearing and participating in the Events, etc., should not be made public in order to advertise and/or promote the cast members, the cast members’ products or services, and that no acts should be carried out that risk being seen as such.

j. Your appearance and participation in the Events, etc., shall not constitute any employment relationships to arise between you and the Organising Committee or the production company.

k. Regarding the use of the rights related to your appearance and participation in the Events, etc., that were granted to the Organising Committee, etc., you shall make no claims whatsoever of any nature to any person.

l. The Organising Committee, etc., shall not be held liable for any injuries and/or accidents that you may suffer during your appearance and/or participation in the Event, etc. (We will arrange for the insurance for performers separately.)

m. You do not belong to any organized crime group or any other antisocial force (hereinafter
referred to as “Antisocial Forces, etc.”) in the past, the present, or during the period until the completion of the Olympic Games; that you have no connections and/or involvement whatsoever with Antisocial Forces, etc.; that you carry out no antisocial acts such as making demands by resorting to violence; that you have no criminal or prosecution records that may damage the social reputation of the Tokyo 2020 Olympic and Paralympic Games, and the Organising Committee, etc.; and that, should such a case arise, you shall immediately report it to the Organising Committee and follow their instructions.

n. Your personal information provided in connection with your appearance and/or participation in the Events, etc., shall be used by the Organising Committee, etc., only to the extent necessary to ensure the appropriate management and promotion of the Events, etc., such as to use and manage the Productions, or to contact you regarding the use and management of the Productions, etc.

o. Your personal information provided in connection with your appearance and/or participation in the Events, etc., shall be handled in compliance with the Personal Information Protection Policy stipulated by the Organising Committee, etc. (https://tokyo2020.org/en/privacy-policy/), and that may be shared with or referenced by the police and government institutions, etc., to ensure safety of the Events, etc.

9 For enquiries regarding application
Tokyo 2020 Ceremony Cast Secretariat

Telephone enquiries
Tel: +81-(0)3-6629-6536 (not free)
Operating hours: 9:00 – 17:00 (excluding Saturdays, Sundays, national holidays)

Email enquiries
E-mail: contact(at)ceremonycast.tokyo2020.org*
*As a measure against spam, the e-mail address has been altered. Please exchange the (at) with @ to e-mail us.

Due to our security policy, we do not accept or refer to any attached files and URLs. Thank you for your understanding.
Operating hours: 9:00 – 17:00 (excluding Saturdays, Sundays, national holidays)
E-mails can be received 24 hours a day, but it may take some time to respond to you. Thank you for your understanding.