

PHAT CATS

DJ TRAINING & CERTIFICATION MANUAL

Ballroom Programming • Live Stream Operations • Mic Craft • Requests • Heritage Music •
Auditions • Certification

GRAND REOPENING WORKING EDITION

Dancing • Romancing • Elegance • Luxury

**The DJ's job is not to play songs.
The DJ's job is to program the room.**

Internal operating manual. Final compensation, stream credentials, tip policy, and management assignments are set separately.

1. Purpose, Authority & How to Use This Manual

This is the dedicated Phat Cats DJ manual. It turns the venue's music standards into a trainable, testable operating system. A DJ can be talented and still be wrong for the ballroom; certification exists to protect the room, the schedule, the audience, and the Phat Cats musical identity.

One-sentence standard — On duty, you serve the ballroom first, the audience second, the schedule third, and your personal taste after all three.

Who this applies to

- Trainee DJs and audition candidates.
- Certified Phat Cats DJs.
- Resident and featured DJs.
- Backup/emergency DJs.
- Entertainment Director and managers evaluating DJs.

Management fields to complete before launch

Decision	Final setting
Primary stream	[STREAM HOST / MOUNT / PORT - KEEP PASSWORD PRIVATE]
Fallback source	[BACKUP DJ / AUTODJ / EMERGENCY PLAYLIST]
Standard slot	[60 / 90 / 120 MINUTES]
DJ compensation	[RATE / VOLUNTEER / TIPS / OTHER]
Tip policy	[VENUE / DJ / SHARED / NONE / EXACT RULE]
Dress standard	[FORMAL / EVENT-SPECIFIC]
Set-log destination	[NOTECARD / FORM / DATABASE / DISCORD / OTHER]
Call-out contact	[ENTERTAINMENT DIRECTOR / MOD]

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2. The Phat Cats DJ Role

A Phat Cats DJ is a host through music. You create a coherent emotional arc, make dancing easy, preserve elegance, connect the old Phat Cats musical memory to the new ballroom, and hand the room to the next act without chaos.

What success looks like

- Guests understand what kind of night they walked into within the first few songs.
- Couples can stay on the floor without being punished by random genre swings.
- Singles and social guests can enjoy the music without feeling the room is only for couples.
- Requests feel welcomed but do not derail the event promise.
- Mic breaks add warmth and orientation without competing with the music.
- The outgoing and incoming streams change cleanly and on time.
- The next DJ receives a healthy room, not a musical wreck.

What the role is not

- It is not a personal mixtape with an audience attached.
- It is not a contest to prove how many genres you own.
- It is not a tip solicitation shift.
- It is not a platform for politics, grudges, staff drama, or attacks on other venues.
- It is not permission to ignore timing because the crowd asks for “one more.”
- It is not authority to change land audio, stream credentials, schedules, or event rules without approval.

Professional test — If a choice makes the DJ look interesting but makes Phat Cats feel less coherent, the choice is probably wrong.

DJ classifications

Level	Meaning
Trainee	May shadow, practice, and audition. No unsupervised flagship set.
Certified	Passed technical, music-fit, mic, request, and handoff evaluation.
Resident	Certified DJ trusted with a recurring slot and consistent identity.
Featured	Certified DJ booked for promoted/special events or a distinctive concept.
Lead / Backup Captain	Senior DJ trusted to coach, cover failures, and execute emergency handoffs.

3. Chain of Command & Decision Rights

Role	Authority
Owner / General Manager	Final brand, budget, major policy, senior appointment, crisis decision.
Entertainment Director	Bookings, auditions, DJ roster, recurring slots, music policy, backup list.
Manager on Duty (MOD)	Runs the current event block: timing, capacity, moderation, emergency changes.
DJ	Owns musical programming inside the event brief and approved technical process.
Host	Owns guest-facing social support and coordinated announcements.

Audio support

Supports routing/stream health when assigned; does not own the schedule.

When instructions conflict

1. Protect immediate safety and platform rules first.
2. For the live event block, the MOD owns operational timing and emergency decisions.
3. For music policy and future bookings, the Entertainment Director owns the standard.
4. If a request would expose credentials, violate platform rules, or create a technical risk, stop and escalate rather than improvise.

Private communication discipline

- Technical coordination happens in IM/staff channel, not local chat.
- Do not argue with hosts on mic.
- Do not correct another DJ publicly unless an immediate safety/platform issue requires it.
- If management changes the plan, acknowledge it privately and keep the public experience smooth.

MOD rule — During a live block, somebody has to own the clock. That person is the MOD.

4. Musical Identity: What Phat Cats Sounds Like

The old playlists are part of the reopening advantage. The new ballroom should sound familiar enough to returning RomantiCats to trigger recognition while remaining broad and alive enough to serve new residents for years.

Core musical territory

- Jazz and vocal jazz.
- Standards, crooners, torch songs, and sophisticated romantic vocals.
- Swing and big-band material.
- Waltz and ballroom-compatible selections.
- Classic romantic pop/rock ballads that fit the room.
- Tasteful movie/era standards, tributes, seasonal sets, and compatible newer material.

Ordinary-set red flags

- Abrupt genre whiplash for novelty alone.
- Profanity-heavy or sexually explicit material inconsistent with the event standard.
- Aggressive club tracks that make the ballroom feel like a different venue.
- Long clusters of sleepy songs that empty the floor.
- Deep-cut self-indulgence before the room understands the set.
- Repeated songs or artists already hammered by earlier DJs.

The event promise

Before every set, complete this sentence: “For the next [length], guests will hear _____. ” If the answer requires a paragraph full of unrelated genres, tighten the concept.

5. Heritage Playlist Program

Heritage playlists are protected programming assets. They preserve continuity, but they are not museum scripts and they do not automatically establish rights to redistribute audio files.

Set type	Opening-month guidance
Phat Cats Classics	70-90% old-playlist DNA; strongest nostalgia focus.
Regular ballroom	35-60% heritage/familiar material, remainder compatible additions.
Theme event	Theme controls the mix; heritage appears where it naturally fits.
Late-night glide	Broader range, but keep recognizable anchors and elegant tone.

Heritage rules

- Never overwrite the master source.
- Do not publish or redistribute private playlist files or annotations without permission.
- Do not replay old playlists in exact order by default; familiarity is the goal, repetition fatigue is not.
- Tag songs that strongly trigger positive memories, strong dance response, or overplay complaints.
- Use logs to prevent the same “classic” from becoming a twice-nightly cliché.
- Treat possession of playlist data and possession of audio rights as separate questions.

How to modernize without erasing history

1. Start with a heritage anchor.
2. Move to a compatible newer or less-used selection.
3. Return to an identity anchor before the set feels disconnected.
4. Use requests as bridges when they fit.
5. Land the final segment in unmistakable Phat Cats territory.

6. Building a Set That Feels Intentional

A two-hour architecture

Window	Programming job
0-15 min	Establish confidence and identity. Recognizable, strong material.
15-45 min	Open the palette without breaking the promise. Build dance participation.
45-80 min	First peak. Strong requests can enter here.
80-100 min	Recovery and contrast. Avoid energy collapse.
100-112 min	Second identity peak; reinforce the event brand.
Final 8-10 min	Controlled landing and handoff. No desperate genre swerve.

Pacing rules

- Think in clusters of compatible songs, not isolated favorites.
- Vary tempo deliberately, not randomly.
- Avoid five songs in a row that ask the floor to do the same thing unless the event promises exactly that.
- A dramatic song needs a planned next move.
- Do not let one request drag you into a new genre unless you consciously decide to pivot.
- Keep an emergency mini-set of universally safe Phat Cats material ready.

The “three-song lookahead” habit

At all times know the current track, the next track, and the likely track after that. This protects pacing and prevents panic when a request, IM, or technical issue arrives.

7. Reading the Ballroom

A ballroom is not a radio station with avatars standing in it. The room gives feedback. Learn to read it without becoming a slave to every small fluctuation.

Signals worth watching

- Dance-floor participation over several songs, not one track.
- Arrivals versus departures after a musical cluster.
- How quickly new arrivals find a dance and stay.
- Requests: not just the titles, but the pattern behind them.
- Host feedback about guest mood or confusion.
- Whether conversation remains comfortable or gets crowded out by the mic.
- Region performance: heavy crowds can change what technical risks are acceptable.

Do not overreact to

- One avatar leaving.
- One person saying “play something faster.”
- A friend requesting your favorite genre.
- A short chat lull during a romantic block.
- A single song with lower floor movement when the emotional arc still works.

Evidence rule — Read trends, not anecdotes. A professional DJ adapts to the room without letting the loudest individual become the program director.

8. Requests, Dedications & Guest Interaction

Request decision tree

1. Does the track fit the advertised event and maturity standard?
2. Do you have a usable version at acceptable quality?
3. Has it or the artist already been overplayed recently?
4. Can you place it without destroying the current musical arc?
5. If yes, accept and estimate naturally. If no, decline politely or offer a related alternative.

Good request language

- “That fits beautifully. I’ll work it in.”
- “I have it — give me a couple of songs to get there cleanly.”
- “That one is outside tonight’s set, but I can get close with something in the same mood.”
- “I don’t have a version I trust on air, so I’m going to pass rather than play a bad copy.”

Never do this

- Mock a guest's taste.
- Promise the next song if the programming path makes that unlikely.
- Read a private dedication aloud without permission.
- Expose relationship details, alts, or personal information.
- Accept money for priority unless management has explicitly created such a system.
- Fight with a guest over why their request is "wrong."

Dedications

Keep dedications warm and brief. If a message contains sensitive information, rewrite to the minimum public wording or ask the requester what may be said aloud.

9. Microphone Craft: Warm, Sparse, Useful

The Phat Cats mic style is polished and human. You are not silent, but you are not a morning-zoo personality, auctioneer, or commercial break.

Break	Purpose
Opening	Name yourself, welcome the room, identify the set. 15-30 seconds.
Mid-set	One useful orientation, request/dedication, or brief story. Keep it short.
Event promo	Mention the next major attraction once at a useful moment.
Tip mention	Only under approved policy, light and occasional.
Closing	Thank the room, identify next act/event, hand off cleanly.

Mic discipline

- Do not talk over important vocals.
- Do not turn every track into trivia.
- No politics, religion fights, staff conflict, relationship drama, or attacks on other venues.
- Never sound desperate for tips.
- Avoid repetitive slogans and fake hype.
- Speak at a controlled level; distorted yelling kills the premium atmosphere.
- If you stumble, move on. Do not apologize for 45 seconds.

Target frequency

A few meaningful breaks per hour is the default. Theme shows may need more explanation; intimate romance blocks may need less. The test is whether speech improves the experience.

10. Technical Readiness

Required pre-set checks

- Arrive at least 20 minutes before a normal set; earlier for launch/headline blocks.
- Confirm the correct event brief, MOD, host, outgoing act, and next act.
- Verify encoder settings and stream endpoint privately.
- Never paste passwords, tokens, or administrative credentials into local chat or group notices.

- Test local audio and mic level before taking the live source.
- Verify your metadata behavior if the venue displays now-playing information.
- Know the fallback source before the room depends on you.
- Close or pause software likely to steal bandwidth or audio devices.
- Keep local clock accurate enough to hit handoffs on time.

Audio quality baseline

- No obvious clipping.
- No extreme volume jumps between tracks.
- Mic clearly audible but not overpowering music.
- No persistent hum, buzz, or one-channel failure.
- No preventable dead air between files.
- No surprise notification sounds routed into the stream.

Credentials rule — Stream secrets stay private. If you are unsure whether information is sensitive, treat it as sensitive and ask management.

11. Stream Handoffs: The Professional Standard

Normal incoming handoff

1. T-10: incoming DJ privately confirms ready with MOD/outgoing DJ.
2. Outgoing DJ gives final-song timing privately.
3. Incoming DJ loads first track and verifies encoder state without taking over early.
4. Outgoing DJ makes the final clean close and releases the source as agreed.
5. Incoming DJ connects immediately using the approved sequence.
6. MOD/host confirms in-world audio is actually heard.
7. Host makes one transition announcement after audio is confirmed.

Rules

- Never “grab” the stream early.
- Never change parcel/estate music settings without authorization.
- Never make the host announce you before audio is confirmed.
- Never use local chat to troubleshoot credentials.
- If takeover fails, the MOD activates fallback first; troubleshooting comes second.

Outgoing DJ responsibility

Your set is not finished when your final song begins. It is finished when the next source is stable or the MOD confirms the fallback. Stay reachable through the transition.

12. DJ Shift Timeline

Time	Action
T-30 to T-20	Log in, arrive, read event brief, check schedule and messages.
T-20	Confirm MOD/host/outgoing/next; stream, mic, levels, fallback.

T-10	Coordinate handoff; prepare first three tracks.
Start	Take stream cleanly; first track promptly; short welcome.
During	Track set list, watch room, handle requests, keep mic sparse.
T-15 end	Confirm incoming act; begin landing sequence.
T-5 end	Final-song timing locked; no surprise detour.
End	Thank room; next attraction once; release source cleanly.
Post	Send set log and technical/programming note; report incidents privately.

Call-out / absence rule

If you cannot make a shift, contact the designated manager as soon as you know. Do not simply send an unapproved substitute. Repeated avoidable no-shows reduce booking priority and can remove certification/roster privileges.

13. Failure Playbooks

A. Your encoder disconnects

1. Notify MOD immediately in private.
2. Attempt one fast reconnect if the cause is obvious.
3. If not restored almost immediately, allow fallback to run.
4. Troubleshoot off-air; do not force the audience to listen to repeated failed connects.
5. Return only when MOD approves and the source is stable.

B. Internet becomes unstable

1. Warn MOD before total failure if possible.
2. Stop taking new requests or complex live elements.
3. Prepare backup DJ/fallback.
4. If dropouts persist, hand off intentionally rather than failing repeatedly.

C. Mic fails but music is stable

- Keep music running.
- Tell host/MOD privately.
- Use host for essential announcements.
- Fix mic off-air; do not reboot the whole system unless necessary.

D. Wrong/explicit track starts

- Fade/stop promptly if it materially violates the event standard.
- Move into a safe track without a long public explanation.
- Tell MOD privately if the incident is significant.
- Correct the library/tagging issue after the set.

E. Region is full or lagging badly

- Do not add unnecessary scripted objects or effects.
- Avoid technical experimentation.

- Follow MOD capacity instructions.
- Preserve stable audio over clever features.

14. Professional Conduct, Tips & Brand Protection

- Be on time and prepared.
- Do not publicly criticize staff, performers, merchants, guests, or competitors.
- No harassment, unwanted flirting, or retaliation.
- No intoxicated or impaired on-air behavior.
- Do not use DJ status to win personal disputes.
- Do not create unofficial Phat Cats promotions that conflict with the calendar.
- Do not promise pay, merchant terms, comps, sponsorships, or policy exceptions unless authorized.
- Respect privacy: private IMs stay private except legitimate moderation/management review.
- Follow Second Life rules and the region maturity/event standard.

Tips

Tips are gratitude, not an admission fee. Follow the written tip policy. One light mention may be permitted; repeated pressure, guilt, comparing totals, complaining about a “bad” tip night, or shaming non-tippers is unacceptable.

Off duty

Off-duty DJs may enjoy the venue socially. Do not use staff title, stream access, group powers, or backstage status to demand special treatment.

15. Event-Specific Programming Templates

Format	DJ brief
Phat Cats Classics	70-90% heritage DNA; familiar anchors early; memory without exact-order replay.
Waltz & Romance	Core selections remain dance-compatible; intimate mic style; couples and singles welcomed.
Grand Formal	Flagship standards/romance/swing blend; highest polish; zero experimental detours.
RomantiCats Reunion	Heritage-forward, memory-friendly, but music remains the center; avoid speech overload.
Late-Night Glide	Broader sophisticated selections; fewer mic breaks; no generic nightclub pivot.
Live Singer Lead-in	Supportive tracks that complement, not compete with, the performer; handoff early and clean.
Shopping / Daytime Social	Lighter conversational energy, polished familiar material, lower intensity, still recognizably Phat Cats.

Theme-event approval

A theme may stretch the normal palette, but the event listing, maturity standard, and management approval define the boundaries. Never surprise the room with an extreme theme pivot.

16. Set Logs & Programming Memory

Set logging prevents accidental repetition and turns every event into useful programming evidence. It is not there to micromanage DJs.

Minimum set log

- Date and SLT block.
- Event name and DJ.
- Track title and artist in played order.
- Requests actually played.
- Notable crowd response or dance-floor pattern.
- Technical issue or stream interruption.
- One short programming note: what worked, what dragged, what to avoid repeating.

Programming memory rules

- Flag overplayed tracks across all DJs, not just your own set.
- Record “heritage anchors” that consistently work.
- Record songs that cause compatibility/dance issues.
- Do not weaponize logs against DJs for normal artistic variation.
- Use evidence from several sets before declaring a track “dead.”

Sample log note

Example — “Strong floor response to early Sinatra/Etta cluster; two waltz requests; newer ballad fit well after heritage anchor. Avoid repeating [track] tomorrow - heard in prior set too.”

17. DJ Audition & Certification

Stage 1 — Application screen

- Availability fits an actual scheduling need.
- Musical range overlaps Phat Cats identity.
- Candidate can stream reliably.
- Candidate agrees to rules, logs, and handoffs.
- No requirement to already be famous or bring a crowd.

Stage 2 — 30-minute practical audition

1. Receive a short event brief and heritage sample.
2. Build a coherent mini-set.
3. Make two mic breaks: opening and mid-set.
4. Handle one mock request that fits and one that does not fit.
5. Respond to one simulated manager timing change.
6. Execute a clean simulated stream handoff.

Scoring

Category	What evaluators judge
Music fit — 25%	Does the set sound like it belongs at Phat Cats?
Programming/pacing — 20%	Does the set have shape rather than shuffle behavior?

Technical reliability — 20%	Levels, encoder readiness, no avoidable dead air.
Mic presence — 15%	Warm, concise, natural, non-spammy.
Requests — 10%	Polite judgment; integrates or declines cleanly.
Direction/handoff — 10%	Takes cues, respects clock, executes transition.

Certification outcomes

- **CERTIFIED** — may be scheduled independently within approved event types.
- **CONDITIONAL** — targeted coaching plus a second check on weak areas.
- **NOT YET** — may re-audition after the stated improvement period.

Pass philosophy — Certification is about trust, not perfection. A technically brilliant DJ who ignores the room or clock is not ready; a warm DJ with one coachable technical weakness may be.

18. Ongoing Performance Review

Monthly/periodic DJ score

Area	Standard
Reliability	Shows up, communicates, covers commitments.
Music identity	Set consistently fits booked event and Phat Cats.
Room reading	Adapts without becoming request-driven chaos.
Technical	Clean stream, levels, backups, handoffs.
Mic	Natural, concise, useful.
Teamwork	Works with MOD, hosts, performers, next DJ.
Guest conduct	Respectful, no tip pressure, no drama.
Logging	Provides usable set records and notes.

Coaching ladder

1. Private coaching and specific correction.
2. Monitored/paired set or retraining.
3. Temporary restriction from flagship slots or stream access.
4. Removal from schedule/certification for repeated or serious problems.

Serious violations

Credential abuse, deliberate stream sabotage, harassment, targeted hate, theft/scam behavior, repeated no-shows without communication, or malicious misuse of venue powers may bypass the normal coaching ladder.

19. Grand Reopening-Day DJ Protocol

Opening day is not the time for experimentation. The mission is uninterrupted professional music, recognizable Phat Cats identity, clean transitions, and a room that feels established from the first hour.

Opening-day rules

- Arrive 30-45 minutes early for flagship blocks.
- No untested encoder, plugin, controller mapping, or new streaming workflow.
- Have first five tracks prepared, not merely first two.
- Use heritage anchors early enough for returning guests to recognize the musical home.
- Keep mic tighter than usual; opening day already has more announcements.
- Do not independently extend a set.
- Keep a backup DJ/fallback confirmed before taking the source.
- If the region is heavily loaded, choose stability over effects or elaborate live processing.
- At final 15 minutes, prioritize the next handoff above squeezing in extra requests.

Opening-day green-light check

- STREAM TESTED
- MIC TESTED
- FALLBACK READY
- MOD KNOWN
- HOST KNOWN
- OUTGOING/INCOMING CONFIRMED
- EVENT BRIEF READ
- FIRST FIVE TRACKS READY
- FINAL LANDING PLAN READY
- SET-LOG METHOD READY

20. Mic Language Library

These are examples, not mandatory scripts. Use your own natural voice while preserving the tone.

Opening

- “Good evening and welcome to Phat Cats. I’m [NAME], and for the next two hours we’re settling into standards, romance, and a few of the songs longtime RomantiCats will remember. Find a dance, find somebody you like, and make yourself at home.”
- “You’re at Phat Cats. I’m [NAME]. We’re starting this set with the old musical DNA and moving forward from there — elegant, danceable, and never in a hurry.”

Request accepted

- “That fits perfectly. I’ll work it in.”
- “Great request — give me two songs to get there cleanly.”

Request declined

- “I’m going to save that one for a different night; it’s outside tonight’s set. I can get you something close in mood.”
- “I don’t have a version I trust on air, so I’d rather pass than play a bad copy.”

Next event

- “Coming up at [TIME] SLT, [PERFORMER/EVENT]. Stay with us — the handoff is right after this set.”

Closing

- “Thank you for spending this part of the night with me. [NEXT ACT] is ready to take the room from here. Stay on the floor — we’ll make the change clean.”
- “That’s my final song tonight. Thanks for the dances, the requests, and the company. Phat Cats continues with [NEXT] at [TIME].”

Avoid

- “WOOOOOO! TIP YOUR DJ!”
- “If you don’t tip, DJs can’t keep doing this.”
- “Best club in SL! Everyone join the group right now!”
- “I know management said no, but I’m playing it anyway.”
- Long complaints about requests, staff, stream problems, or other venues.

21. Quick Reference, Final Exam & Acknowledgment

Pocket checklist — before set

- 20+ minutes early
- MOD / host / outgoing / incoming known
- Event brief and maturity standard known
- Stream / mic / levels tested
- Fallback known
- First three to five tracks ready
- Final 10-minute landing concept ready

Pocket checklist — during

- Three-song lookahead
- Set log running
- Mic sparse
- Requests judged, not obeyed automatically
- Watch room trends
- No public staff drama
- Protect the clock

Pocket checklist — ending

- Incoming ready
- Final-song timing communicated
- One next-event mention
- Clean release
- Audio handoff confirmed
- Set log submitted

Certification knowledge check

1. Who owns the live event clock when there is a timing conflict?

Answer: _____

2. What is the difference between a heritage playlist and the right to redistribute audio?

Answer: _____

3. When may a DJ change parcel/estate music settings?

Answer: _____

4. What should happen first when a stream takeover fails?

Answer: _____

5. How should you handle a request that does not fit the set?

Answer: _____

6. What is the purpose of the final 10 minutes of a set?

Answer: _____

7. What information must never be pasted into local chat?

Answer: _____

8. What makes a mic break valuable at Phat Cats?

Answer: _____

9. What should a set log contain?

Answer: _____

10. What is the rule on extending past the scheduled end time?

Answer: _____

DJ acknowledgment

I have received and reviewed the Phat Cats DJ Training & Certification Manual. I understand that DJ access, scheduling, certification, compensation, tips, and technical permissions are governed by current written management decisions. I agree to protect stream credentials, follow the event brief and chain of command, maintain professional conduct, and represent Phat Cats while on duty.

Avatar / Display Name: _____**Legacy Name (if different):** _____**Certification level:** _____**Signature / typed acknowledgment:** _____**Date:** _____**Manager / Evaluator:** _____

Before distribution — Replace every bracketed management field, insert the approved stream/fallback process without exposing passwords, and confirm the current compensation/tip policy. Then issue the manual to every scheduled DJ.