

PHAT CATS

DJ & LIVE PERFORMER HANDBOOK

Music identity, streams, programming, stagecraft, auditions, and show reliability

GRAND REOPENING WORKING EDITION

Ballroom • Marketplace • Shopping Mall

Dancing • Romancing • Elegance • Luxury

How to Use This Handbook

This handbook protects the musical identity of Phat Cats while giving strong DJs and live performers room to be artists. The core idea is simple: the performer serves the room, the schedule, and the guest experience; Phat Cats supplies a recognizable musical home and professional operating environment.

Primary audience: DJs, live singers, musicians, tribute acts, resident artists, featured performers, entertainment directors, audio technicians, and managers supervising entertainment.

Status: Internal operating guide; not an employment contract or legal opinion.

Where a bracketed field appears, management must replace it with the final Phat Cats decision before distributing the handbook. Platform rules, region maturity requirements, and Linden Lab policies override any internal instruction that conflicts with them.

OWNER / MANAGEMENT DECISIONS TO COMPLETE BEFORE ISSUE

- Final stream architecture, encoder requirements, bitrate/format expectations, and backup stream method.
- Performer and DJ compensation policy, tip policy, cancellation terms, and any minimum guarantee.
- Approved length for standard DJ sets and live shows.
- Who owns/controls the heritage playlists and how DJs receive them.
- Approved content rating / profanity rule based on region maturity.
- Official booking contact and promo submission deadline.

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1. Phat Cats Musical Identity

The old playlists are not background nostalgia; they are a strategic asset. Returning residents should hear enough familiar musical DNA to recognize where they are, while new residents should experience a living ballroom rather than a frozen museum.

- **Core:** jazz, standards, swing, crooners, torch songs, romantic vocals, waltz, elegant dance music, sophisticated classic pop/rock ballads, and compatible material that supports ballroom/social dancing.
- **Secondary:** themed classics, movie standards, tasteful tribute programming, seasonal music, and selected newer tracks that sound at home in the room.
- **Avoid as normal programming:** abrupt genre whiplash, aggressive novelty tracks, profanity-heavy material, sexually explicit content inconsistent with the event/maturity level, or music chosen mainly to prove the DJ's personal range.
- Every event should have a sentence that describes its musical promise. If the set cannot be described coherently, it probably is not programmed tightly enough.

2. Entertainment Chain of Command

- **Entertainment Director.** Owns booking calendar, auditions, performer standards, backup roster, recurring residencies, and music policy.
- **Manager on Duty.** Owns timing, crowd/region decisions, emergency changes, and event continuity during the live block.
- **DJ / Performer.** Owns the artistic set within the booking brief and technical requirements.
- **Host.** Owns guest-facing support and agreed announcements; does not direct the playlist unless the show format calls for it.
- **Audio / Stream support.** If assigned, handles technical routing but does not override the MOD on schedule or audience policy.

3. The Heritage Playlist Program

Management maintains the heritage material as a protected programming library. It should be backed up, versioned, and distributed only as needed for approved Phat Cats programming.

- Do not overwrite the master heritage playlists.
- Do not publicly redistribute the private master playlist files or internal annotations without approval.
- A playlist is a programming reference, not automatic proof of performance/redistribution rights for audio files.
- Track recurring songs, overplayed titles, successful dance-floor moments, and songs that do not translate well to the new room.

Opening-Month Mix Targets

Set Type	Heritage / Familiar DNA	Compatible New Material
Phat Cats Classics / heritage event	70–90%	10–30%
Regular ballroom set	35–60%	40–65%
Theme event	Theme controls mix	Only material that supports theme/quality
Late-night glide	Enough familiar anchors to remain recognizable	Broader but still elegant

4. Programming the Ballroom

- Program for dancers and social flow, not headphones alone. Consider song length, tempo, mood, and how couples transition between dances.
- Use recognizable anchors early enough that a new arrival understands the musical promise quickly.
- Avoid stacking too many slow songs, novelty songs, or vocals with similar energy unless that is the intended block.

- A live room needs recovery points. After a high-energy swing or dramatic vocal peak, give dancers a coherent transition rather than a random hard cut.
- Watch actual behavior: dance floor participation, people leaving after certain clusters, requests, and chat response. Popularity is evidence, not a command; fit still matters.

5. Set Construction and Pacing

A strong two-hour DJ set should feel intentional even when requests alter the plan. Build a beginning, development, peak, and landing. The room should never feel like shuffle mode with a microphone.

1. Opening 10–15 minutes: establish identity and confidence; use strong recognizable material, not deep cuts that make arrivals work to understand the set.
2. First body section: vary tempos within the event promise and create clear dance opportunities.
3. Middle peak: strongest combination of floor energy and emotional recognition; this is a good place for selected requests.
4. Late-set return: re-center the Phat Cats identity and prepare the room for the next performer or event.
5. Final 10 minutes: avoid a chaotic last-minute genre switch; leave the incoming act a clean emotional and technical handoff.

6. DJ Technical Standards

- Arrive at least 20 minutes before the scheduled set.
- Use the approved encoder/stream configuration. Never publish stream passwords, mount credentials, tokens, or server administration details in chat.
- Confirm audio locally before taking the live stream.
- Know the approved fallback: backup stream, backup DJ, emergency playlist, or manager-controlled source.
- Maintain enough local music/cache/network resilience to avoid obvious preventable dead air.
- Do not change parcel/estate media or music settings unless authorized.
- Avoid extreme level differences between tracks; normalize or manage gain so guests do not have to ride volume controls.
- Test microphone level against music. A whisper mic over loud music or a distorted shout breaks the premium atmosphere.

7. Stream Handoff Procedure

1. Incoming DJ/performer confirms readiness privately with MOD or outgoing operator at least 10 minutes before takeover.
2. Outgoing act states their final-song timing privately. Do not force the incoming act to guess.
3. If the stream architecture requires a source drop before pickup, agree on the exact sequence and backup source.
4. Outgoing act finishes the final song/closing line and releases the stream cleanly.
5. Incoming act connects, confirms audio is heard in-world, then begins.
6. Host gives one clean transition announcement only after the audio state is known.
7. If takeover fails, MOD activates the fallback immediately rather than allowing prolonged silence while staff debates.

8. Mic and On-Air Presence

The mic should make the set feel hosted, not interrupt the music. Phat Cats does not need a commercial break every two songs.

- Use a few meaningful breaks per hour rather than constant talking.
- Identify yourself and Phat Cats naturally near the start; orient late arrivals occasionally.

- Mention the next major attraction at a useful moment, not every five minutes.
- Do not talk over important vocals, performer intros, or another staff member's planned announcement.
- Keep personal grievances, politics, staff conflict, relationship drama, and attacks on other venues off mic.
- Do not sound intoxicated, hostile, desperate for tips, or bored.

9. Requests and Dedications

- Requests are welcome when they fit the set and technical/library constraints.
- A request is not a command. Decline politely when it would break the event promise.
- Never mock a guest's taste. "That one does not fit this set, but I'll see if I have something close" is enough.
- For dedications, protect privacy and tone. Do not read private messages or personal details without clear permission.
- Do not accept paid priority requests unless management has created and approved such a system.

10. Content, Lyrics and Event Fit

The region maturity rating and event description set the ceiling. DJs and performers must know both before a show. Even where platform maturity would allow stronger material, an elegant ballroom event may intentionally choose a more restrained editorial standard.

- Ordinary ballroom sets should avoid explicit sexual content and profanity-heavy tracks unless management has explicitly defined a different event standard.
- Theme exceptions must be disclosed in the event description when appropriate and approved in advance.
- Do not use shock content as a surprise.
- If uncertain, ask before the event rather than testing the boundary live.

11. DJ Shift Procedure

T-20 to T-10

- Log in and arrive.
- Confirm MOD, host, stream endpoint, event brief, and next act.
- Check microphone, levels, and fallback.
- Review last-minute requests or theme notes.

T-10 to Start

- Coordinate handoff with outgoing act.
- Do not alter the land stream early.
- Prepare opening two or three tracks so the first minutes are confident.

During Set

- Track what you actually played.
- Watch room response and host/manager IMs.
- Keep mic concise.
- Accept fitting requests.
- Preserve event timing.

Final 10 Minutes

- Confirm incoming act is ready.
- Choose a closing sequence that lands cleanly.
- Make one closing/next-event mention.
- Release the stream using the approved sequence.
- Send set log where required.

12. Live Performer Booking Standards

- Submit performer name, genre/repertoire description, available SLT windows, standard show length, promo image, and sample link/audition.
- Provide technical requirements and stream method before booking is confirmed.
- Provide accurate promotional claims. Management may edit copy for length and tone.
- Compensation, tips, cancellation terms, and any guarantee are agreed privately before public promotion.
- Do not assume a booking is confirmed until the entertainment director or authorized manager confirms it.

13. What “Live” Means at Phat Cats

If an event is advertised as a live singer or live performer, the live element must be genuine in the way a reasonable guest would understand. Backing tracks, accompaniment tracks, virtual instruments, or sequenced support may be used when appropriate; presenting prerecorded lead vocals as if they are being sung live is not acceptable.

14. Singer / Performer Sound Check

1. Arrive at least 20 minutes before show time unless a separate sound-check appointment exists.
2. Confirm stream credentials privately and never paste them into local chat.
3. Test lead vocal/instrument level against backing material.
4. Check for clipping, hum, severe latency symptoms, or one-channel audio problems.
5. Confirm opening cue and whether the host or performer speaks first.
6. Confirm final-song timing and next-act handoff.
7. Verify backup plan before the room is full.

15. Stagecraft and Audience Connection

- Begin with music quickly. A biography belongs in promo, not in a five-minute opening monologue.
- Talk between songs enough to feel present, but keep the show a performance rather than a lecture.
- Acknowledge the room, hosts, and event naturally; do not read a corporate script every break.
- Use names carefully. Do not publicly expose private dedications, relationships, or personal information.
- Keep negative comments about other performers, venues, management, or guests off stage.
- Do not extend beyond the booked end time without MOD approval even if the room asks for another song.

16. Tips and Money Mentions

- Thank supporters without converting the show into repeated fundraising.
- Do not compare tip totals or pressure guests who do not tip.
- Do not make claims about how tips are split unless you know the current written policy.
- Do not create additional jars or payment objects without approval.

17. Show Timing and Handoffs

A one-hour booking occupies one hour of the schedule, including the reality that the next act needs to take the stream. Performers should plan a set that can end on time instead of choosing the final song at the advertised end time.

- For a 60-minute slot, target the final song to end with enough time for a brief thank-you and handoff.
- If the MOD requests a shortened show due to technical delay or region issue, cooperate; the schedule is a shared asset.
- Encores are management decisions when another act is waiting.

18. Cancellations, No-Shows and Replacements

- Notify the booking contact as soon as a conflict is known.
- Do not send an unapproved substitute and assume the booking transfers automatically.
- For late emergencies, provide the best estimate you can and remain reachable.
- Repeated last-minute cancellations affect booking priority even when individual reasons are understandable.
- Management should maintain a backup list of DJs and resident performers for flagship windows.

19. Technical Failure Playbooks

Situation	Expected response	Escalate when
DJ cannot connect before set	Tell MOD immediately; use backup source while troubleshooting privately.	If not ready by the manager's cutoff, backup DJ takes the slot.
Stream dies mid-set	Stop extended mic/testing chatter; notify MOD; attempt approved reconnect.	Fallback source starts if outage exceeds the short recovery window.
Singer backing track fails	Move to a workable song/format if possible.	End or pause show if quality cannot be restored; MOD decides next program.
Severe clipping/distortion	Reduce levels immediately; do not "push through."	MOD/audio support intervenes if performer cannot correct it quickly.
Internet instability	Use approved lower-load/backup path if available.	Replace act if repeated drops make the show unlistenable.

20. Promotion, Images and Public Claims

- Send promo assets by the deadline requested by the entertainment director.
- Use only images you are allowed to use. Do not submit copyrighted celebrity imagery as if it were your own brand asset.
- Awards, rankings, audience counts, and "#1" style claims must be accurate and approved before Phat Cats republishes them.
- Do not announce a Phat Cats booking before it is confirmed.
- If a booking changes, management controls the official correction so event listings, group notices, and social posts stay consistent.

21. Set Logs and Programming Memory

Phat Cats should learn from what it plays. Set logs prevent accidental repetition, preserve successful programming, and make the heritage library stronger over time.

- Minimum DJ log: date, SLT block, event name, track title/artist in order, notable requests, technical issue, and one short programming note.
- Entertainment management should use logs to identify tracks overplayed across different DJs, not to micromanage every selection.
- Live performers may submit a set list after the show when requested, especially for themed or recorded/archive events.

22. Auditions and Scoring

DJ Audition — 30 Minutes

- Candidate receives a style brief and small heritage sample.
- Build a coherent mini-set.
- Make two mic breaks.
- Handle one mock request.
- Execute a clean simulated handoff.

DJ Category	Weight	What strong looks like
Music fit	25%	Sounds unmistakably appropriate to Phat Cats.
Pacing / transitions	20%	Coherent energy and dance flow.
Mic	15%	Natural, concise, clean level.
Technical reliability	15%	Prepared, stable, understands handoff.
Professionalism	15%	On time, takes direction, no ego battle.
Requests / room reading	10%	Guest-centered without losing the set.

Live Performer Audition

Vocal / musical quality — 25%

Repertoire fit — 20%

Reliability / professionalism — 20%

Audience connection — 15%

Audio quality — 10%

Timing / direction — 10%

23. Resident / Featured / Headliner Tiers

- **Resident.** Reliable recurring artist or DJ who fits the room, builds habits, and can anchor a weekly slot.
- **Featured.** Stronger draw or special concept, booked less frequently and promoted more heavily.
- **Headliner.** Used for grand reopening windows, anniversaries, major formals, or exceptional events. Requires stronger advance promotion, technical confirmation, and backup planning.

Tier is a programming classification, not a statement of personal worth. A dependable resident artist may be more important to the long-term club than an occasional headliner.

24. Event-Specific Programming Templates

Phat Cats Classics

- 70–90% heritage DNA.
- Recognizable old-playlist anchors early.
- Avoid turning history into a rigid exact-order replay.
- Invite memories, but keep chatter from overwhelming the music.

Waltz & Romance

- Clear waltz compatibility through the core of the hour.
- Romantic transitions around it.
- Explicitly welcoming to couples and singles.
- Host minimizes hype and protects the intimate tone.

Grand Formal

- Flagship standards/romance/swing blend.
- Best technical and host coverage.
- Strong opening identity and polished close.
- No experimental genre detours.

Late-Night Glide

- Broader selection but still sophisticated.
- Lower-announcement density.
- Keep recognizable Phat Cats anchors.

- Do not morph into a generic high-energy club simply because prime time ended.

25. Quick Reference Checklists

- DJ T-20: stream • mic • event brief • MOD • host • backup • opening tracks.
- DJ End: incoming ready • closing sequence • next mention • release cleanly • set log.
- Singer T-20: stream • backing • vocal level • opener • closer • host cue • backup.
- Performer End: finish on time • thank room • next event once • clean stream release.

26. Platform / Rights Notes

Performers and DJs are responsible for using music, backing tracks, images, software, streams, and other media consistently with applicable law, licenses, service/provider terms, and Linden Lab rules. Phat Cats possession of an old playlist or audio file does not by itself establish the right to redistribute that media outside the rights actually held.

- Second Life Terms of Service: <https://secondlife.com/app/tos/tos.php>
- Linden Lab Community Standards: <https://lindenlab.com/legal/community-standards>

Acknowledgment

I have received the Phat Cats DJ & Live Performer Handbook. I understand that this handbook describes operational standards for representing Phat Cats in Second Life. I agree to follow venue rules, assigned role procedures, applicable Linden Lab rules, and management direction while on duty. I understand that compensation, contractor/employee/volunteer status, scheduling commitments, and any other legal or financial terms are governed by separate written arrangements where applicable.

Avatar / Display Name: _____
 Legacy Name (if different): _____
 Role: _____
 Signature / typed acknowledgment: _____
 Date: _____
 Manager: _____