

DJ GUIDELINES

Before the job:

- Mark your calendar and remember your job date!
- Prepare your playlist and make sure your tunes are ready and in playable format. Stay current and clean
- RADIO EDIT ONLY! Make it fun – work in a couple of the middle school classics (YMCA, Cotton Eyed Joe)

Set-up:

- Arrive 90 minutes ahead of your start time to allow for set-up.
- Test your system thoroughly.
- Use **caution tape** to create a buffer zone around our equipment

During the dance:

- Use a clipboard to take requests – it makes your job much easier if you don't have to deal with a crowd of kids yelling out requests while you're trying to work.
- Communicate with your audience: introduce your self and your partner, announce requests, etc.
- Be PATIENT with your clientele. They may say things that are less than complimentary, but stay cool and be professional.
- **Behavior** – You are a role model so your behavior must be squeaky clean before, during and after a dance
 - No girl/boy friends up hanging with you
 - Watch the food and drink around the equipment
 - Be respectful of adults and minimize your interaction with individual middle school students

Break-down:

- Make sure equipment is carefully handled and neatly stowed.
- At MSHS, return all equipment to Production Room.
- All other locations, Leave equipment in designated area for pick-up.

Sound Level Meter

Measure the sound levels 10 ft from the speakers and at the back of the room.
Make sure not to go over 100 db. Measure before the event and 1 hour into the event.

Positions

Master DJ's

These are DJ's with 3 successful events. They were the primary DJ for an event.
They can supervise apprentice DJ's and run events. Please sign off below for apprentice DJ's.

Apprentice DJ's

- Make sure to get 5 – 10 hours of practice on the Serato
(both setting up the system and beat matching/switching songs)
- Develop a sample play list and bounce it off a master DJ
- Shadow a master DJ for a dance
- Take over the DJ role for the second half of the next dance
- Setup and take the lead DJ role for a dance with a master DJ to supervise.