



# EMPLOYEE MANUAL

DJ SERVICES

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## INTRODUCTION

This employee manual is a summary of policies, procedures and practices related to euroPRODUCTIONS (the Company).

The Company is accountable with their contracts for leading an effective team and is thereby accountable for the development and implementation of the policies outlined in this manual.

The Company wishes to maintain a work environment that fosters professional growth for all DJs. Maintaining such an environment is the responsibility of all staff. The staff is also responsible for:

- Cooperation and communication among each other
- Treating each other in a fair manner, with dignity and respect
- Striving for mutual understanding of standards for performance expectations, and communication routinely to reinforce that understanding
- Seeking to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administering all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized
- Each DJ has the right to fair treatment

## COMPANY MISSION STATEMENT

...to be the leading supplier of premiere DJ's to premiere venues and events.

To be the most sought after company to work for because of our high quality clients that expect the very best. We supply the entire management service of providing the outstanding training, mentorship, instruction, evaluation and support for all of our clients in order for them to have a stress and worry free experience with the DJ's who work for them.

We are the best, therefore we work with the best.

## OUR CORE VALUES

COMMUNITY OF ASSISTANCE AND CARING

RESPECT EACH INDIVIDUAL

UNCONDITIONAL GRATITUDE

INTEGRITY

OPEN TO ALL POSSIBILITIES

NEVER STOP LEARNING

## OUR SUPPORT

On-line shared scheduling calendars for easy confirmations of dates needed and DJ's booked.

Equipment troubleshooting and maintenance.

## OUR DJs

We provide support to the DJs for all of their shows – from troubleshooting technical issues, to guidance on song selection to achieve the results required from the Contract (ie, get people on the dance floor, keep people entertained, happy and staying around longer, or whatever the venues goal is).

We are a contact person to resolve any requests for the DJ's and from the DJs.

Feedback on the DJs is important to us. We may request the DJ's playlist to evaluate their song selections and advise them on how to adjust their future performances.

We request that the DJ work with the Company to promote special events or performances through Social Media and Promotion for the venue.

IMPORTANT: We require all DJ's to text photos and video of any events worked to 403-477-1680 or emailed to admin@voxboxstudios.com.

We require that the DJs are able to work on the microphone, announce special events, birthdays or interact with the crowd when required.

Music requests from customers at venues are to be taken and played at the discretion of the DJ, in cooperation with the management.

Customer Engagement – DJ's will be expected to engage their audience using any means necessary. This includes using the microphone to announce birthdays, anniversaries and special occasions or just to interact with the audience in a fun and engaging manner. The microphone should never be used to berate or embarrass customers.

## OUR POLICIES

Company policies for our DJs include:

- No drinking or drugs before or during their show
- No fighting or verbal abuse at customers at a show
- Dress professionally or to the venues specification
- Arrive early to the venue for each gig allowing for time to test the equipment and troubleshoot if necessary;
- Prepare a library of music that is appropriate for the crowd which is sourced from a legal, high quality distributor.

We will provide Instruction Manuals for each location so that the DJ is prepared with the contact information, equipment needs and set up and the policies that the venue expects from the DJ.

## EQUIPMENT KNOWLEDGE:

Be prepared to work with any of the following equipment

- Technics SL1200 MK2 Turntables (or comparable)
- Pioneer DJM-700 Mixer (or comparable)
- Rane Serato SL2 Soundcard (or comparable)
- Sure SM58 wired microphone
- CDJs
- Controllers

## OUR SUCCESS

euroPRODUCTIONS is always on the lookout to expand their business and talent available. With VOXBOX Studios DJ Skool we have opportunities to meet all sorts of people who are interested in becoming a DJ and giving them the skills necessary while

creating opportunities for them within the Industry, without having to undercut the value of what we can provide to businesses. David takes pride in knowing that his DJ school, one of the top five schools in Canada, makes a difference in the lives of several youth and adults who find the same passion in entertainment and music that he has always loved.

David has been striving for a number of years educate consumers in the DJ Industry on the importance of creating a high standard for performers and consumers. The key is knowing the craft and learning the value of the DJ in your venue.

David has been a leader in the industry for many years. From the time he was being mentored at a young age he believed that DJ performance was an art and a craft that he continuously works on. He has spent his career working with different organizations and companies to educate others and bring a standardization of values to the consumers.

Family is like  
music,  
some high notes,  
some low notes,  
but always a  
Beautiful Song