BACKSTAGE

DJ GUIDE

Backstage: for DJs

The night plan, the crate, the cue sheet, guest requests and the booth. Plus DJ companies: lanes, kits and DJ pay.



CONTENTS

What's inside

PART 1 · CHAPTER 12

For DJs 3

Set up as a DJ 4
Plan the night with the client 5
Key moments and the cue sheet 6
Names on the mic 7
Build the crate 8
Export to your DJ software 9
Import a client's list 10
Guest requests by QR 11
The booth 12
Your night's playlist 13
What works 14
Bands that play DJ sets 15
DJ lanes 16
Book or offer a gig to a DJ 17
Gear kits 18
Your DJ 19
DJ pay 20
What each DJ sees 21

PART 2 · KEEP IT HANDY

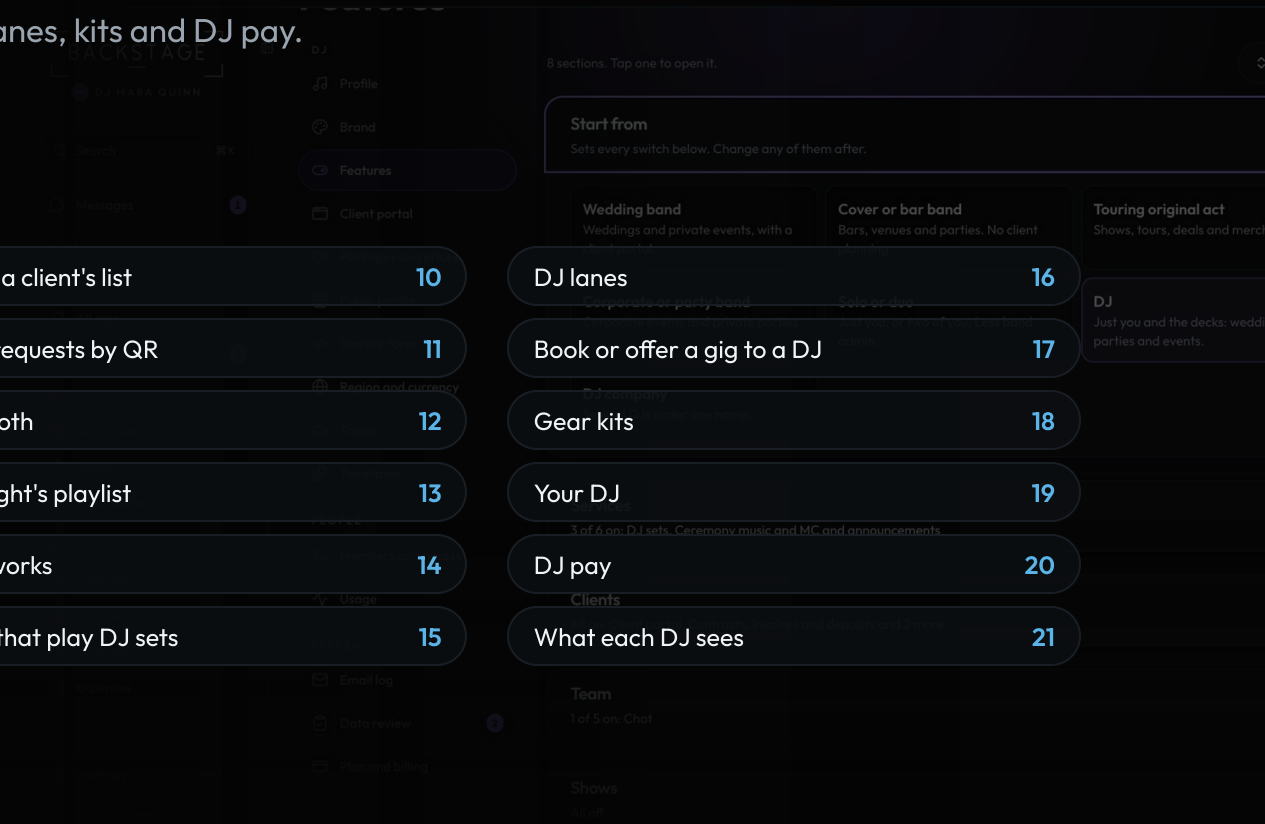
Quick reference 22

Common tasks, where to tap 22
Questions and answers 23

PART 1 · CHAPTER 12

For DJs

For solo DJs, DJ companies and bands that play DJ sets. Plan the night with the client, build the crate, run the cue sheet and guest requests from the booth, export to your DJ software, and run a team of DJs with lanes, kits and DJ pay.



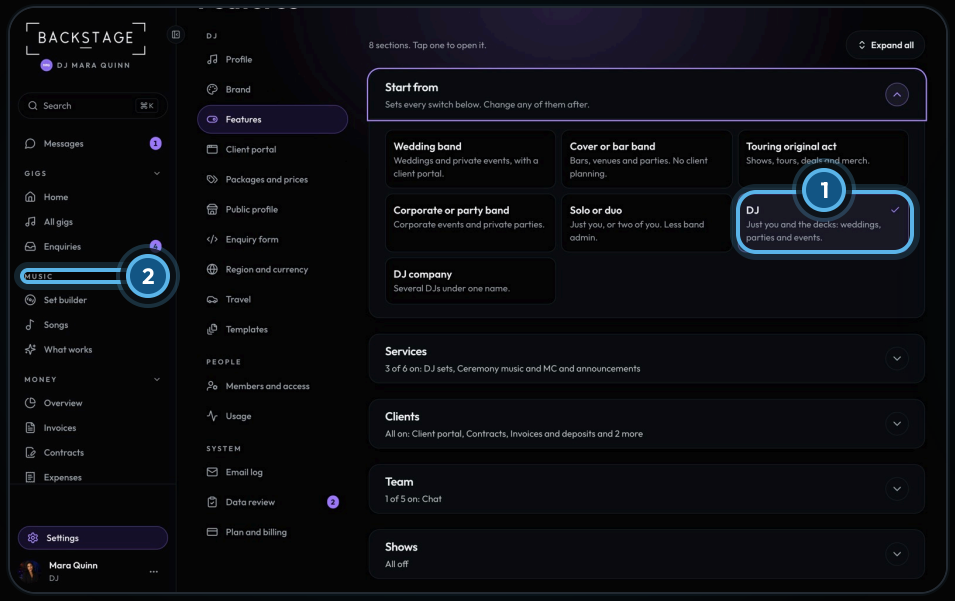
Set up as a DJ 4
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Your night's playlist 13
What works 14
Bands that play DJ sets 15
DJ lanes 16
Book or offer a gig to a DJ 17
Gear kits 18
Your DJ 19
DJ pay 20
What each DJ sees 21

DJS · SETTING UP

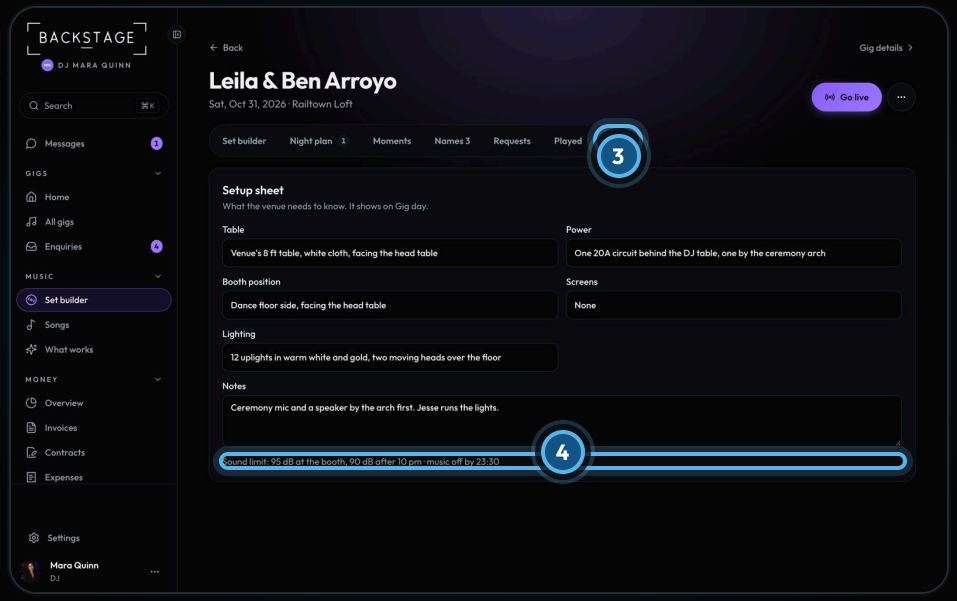
Set up as a DJ

Pick the DJ preset and the app fits one person and the decks. Band admin goes away, Music takes the place of Setlist Studio, and each gig gets a DJ setup sheet instead of a stage plot.

SETTINGS, FEATURES



THE SETUP SHEET



1 The DJ preset
Sets every switch for one DJ. Change any after.

2 Music
Set builder, songs and What works.

3 Setup
One per gig, in place of a stage plot.

4 Sound limit
And when the music has to stop.

HOW TO

1. Open **Settings → Features** and pick **DJ** under **Start from**.
2. Your products are now **Gigs**, **Music** and **Money**. **Music** holds the Set builder, your songs and What works.
3. Open a gig's **Set builder** and its **Setup** tab: table, power, booth position, screens and lighting.
4. The setup sheet shows on the gig's **Plan** tab and on **Gig day**.

TIP

Members and access is just you, plus crew or an assistant if you add them. Contracts, the client app and emails speak for one DJ.

DJS · DESKTOP OR IPAD

Plan the night with the client

Lay out the evening as blocks, from the ceremony to the last dance, each with times and a target energy. The client sees the same plan in their app and can leave a note on any part.

YOUR PLAN



WHAT THE CLIENT SEES



1 Energy curve
Each block's target energy, 1 to 5.

2 Client notes
Their note on a block, and your reply.

3 Your night
In the client's Plan tab.

4 Leave a note
Tap a part to comment.

HOW TO

1. Open **Music → Set builder** and pick the gig. Open **Night plan** (on a phone it may be under **More**).
2. The blocks start from the gig's timeline. **Add a block**, or tap one to set its times, energy and genres. In the Set builder, tap a block's name for the same.
3. Drag blocks to reorder. **From the timeline** starts the plan again.
4. Client notes show with a count on the block. Reply under it and they see it.

TIP

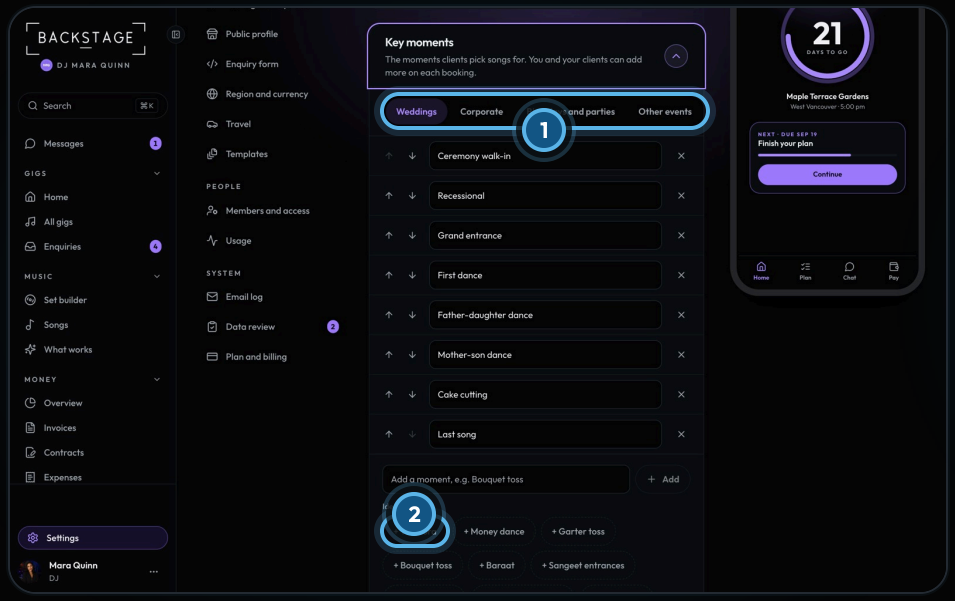
The Set builder list shows your next night with its energy curve, and every other night in one line: songs, requests, or No plan yet.

DJS

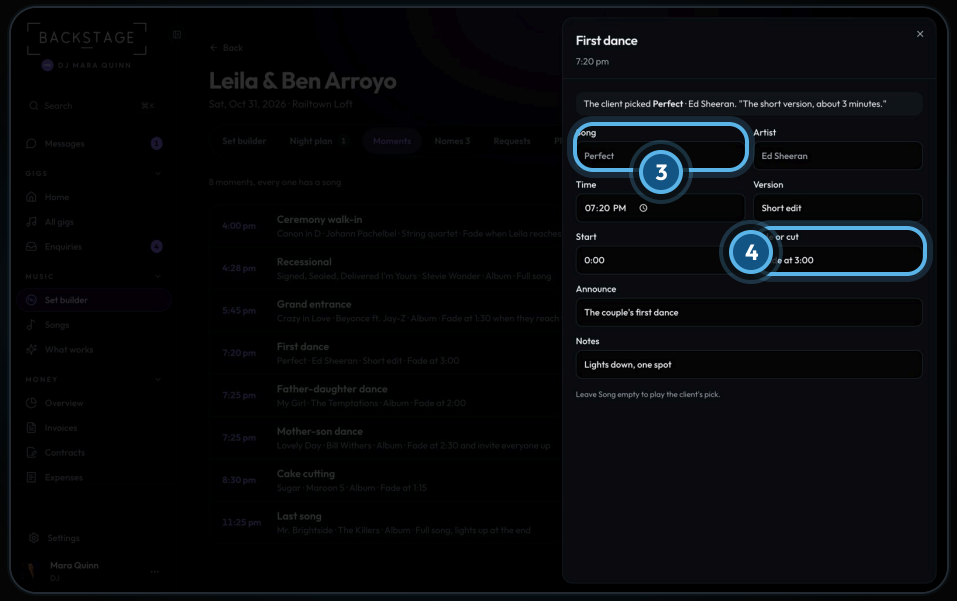
Key moments and the cue sheet

The client picks a song for each key moment. You add the version, where to start, where to fade and what to announce. It prints on one page and shows on Gig day with times.

YOUR MOMENTS, PER EVENT TYPE



THE CUE SHEET



1 Per event type
Weddings, corporate, parties and other events.

2 Ideas
Add one in a tap, or type your own.

3 The song
The client's pick, or your own.

4 Your cue
Version, start, fade or cut, announce, notes.

HOW TO

1. Set your moment lists in **Settings → Client portal → Key moments**, one list per kind of event.
2. Clients pick songs in their plan, and can add moments of their own to their booking.
3. Open the gig's **Moments**. Each moment is one line, and one with no song says so. Tap it to fill in the song and the cue. It saves as you type.
4. Tap **Print the cue sheet**, or open **Gig day** on the night to see the moments in order with times.

TIP

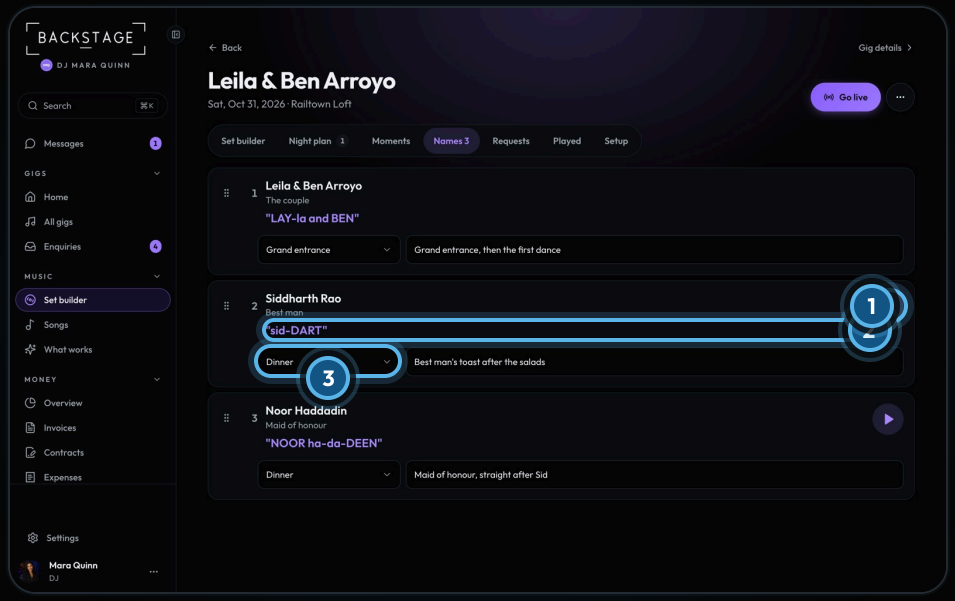
Times come from the gig's timeline. Change one here and the booth counts down to it.

DJS AND MCS

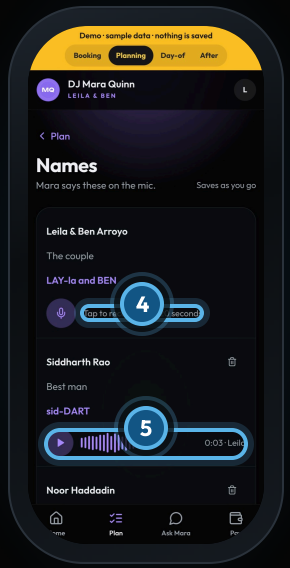
Names on the mic

Never guess a name again. The client adds everyone you'll announce, how to say it, and a short recording. You set the order and when each is called.

YOUR MC ORDER



THE CLIENT RECORDS



1 Their recording
Up to 20 seconds, in their voice.

2 Say it like
Written the way it sounds.

3 When
The block it's in, and a cue note.

4 Record
Tap and say it. On iPhone too.

5 Recorded
Play it back, or record again.

HOW TO

1. The client fills in **Plan → Names**: the name, who they are and how to say it, with a recording if they like.
2. Open the gig's **Names** tab. Tap the play button to hear each one.
3. Drag to set the order, pick **When** each is announced and add a cue.
4. The names print on the cue sheet and pop up in the booth before each moment.

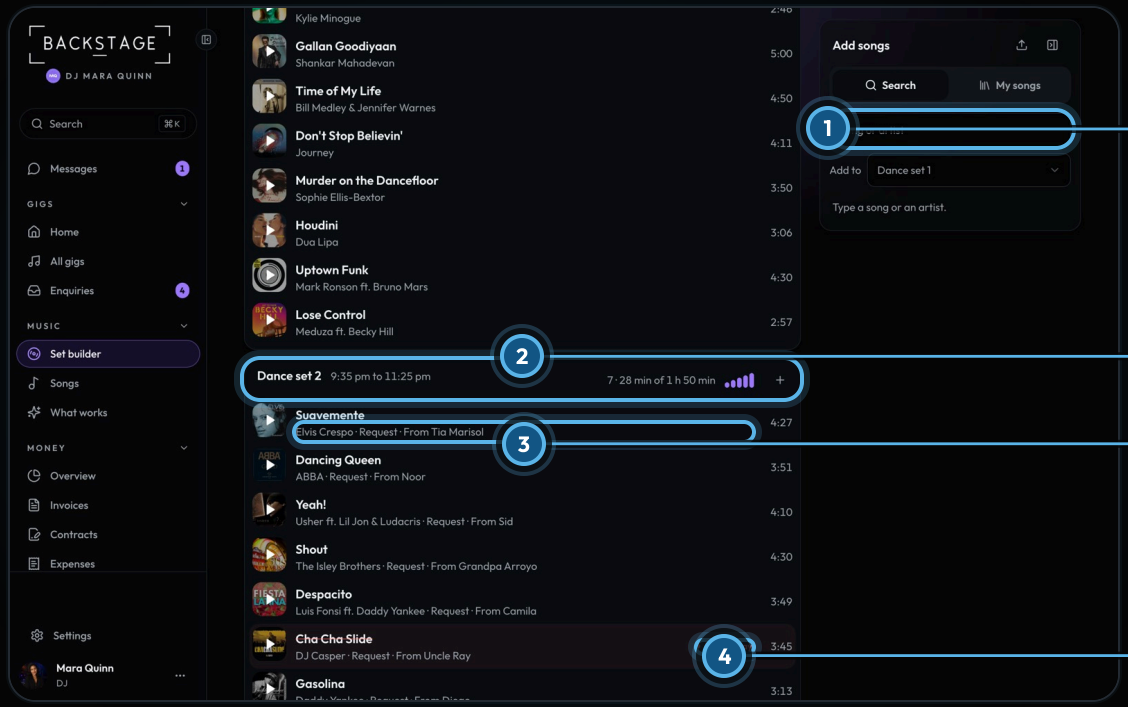
TIP

Recordings only reach you (the Owner, for a DJ company) and the gig's DJ. Nobody else can play them.

DJS · DESKTOP OR IPAD

Build the crate

Every song for the night in one list, grouped by the night plan. Must-plays, moment songs and guest requests come in on their own. You add your picks, and anything on the do-not-play list is flagged. One line on top says what needs a look.



1 Add your picks
Search, or from your own songs.

2 Blocks
Songs and length against the time you have.

3 Where it came from
Must-play, moment or request. Your own picks just show the artist.

4 Do not play
On the client's list. Struck through.

HOW TO

1. Open **Music → Set builder**, pick the gig and open **Set builder**.
2. Tap **Add songs** (beside the songs on a wide screen, or **+** on a block). Search a song or open **My songs**, choose a block under **Add to** and tap **+**.
3. Drag songs to reorder, or into another block. Tap a song for its version, note and block, or the artwork for a 30 second preview.
4. Open **Check the night** for the energy curve and anything that needs a look. Turn on **Flag explicit songs** there for a clean event.
5. On the night, tap the circle when a song is played (any other day, tap the song and **Mark**

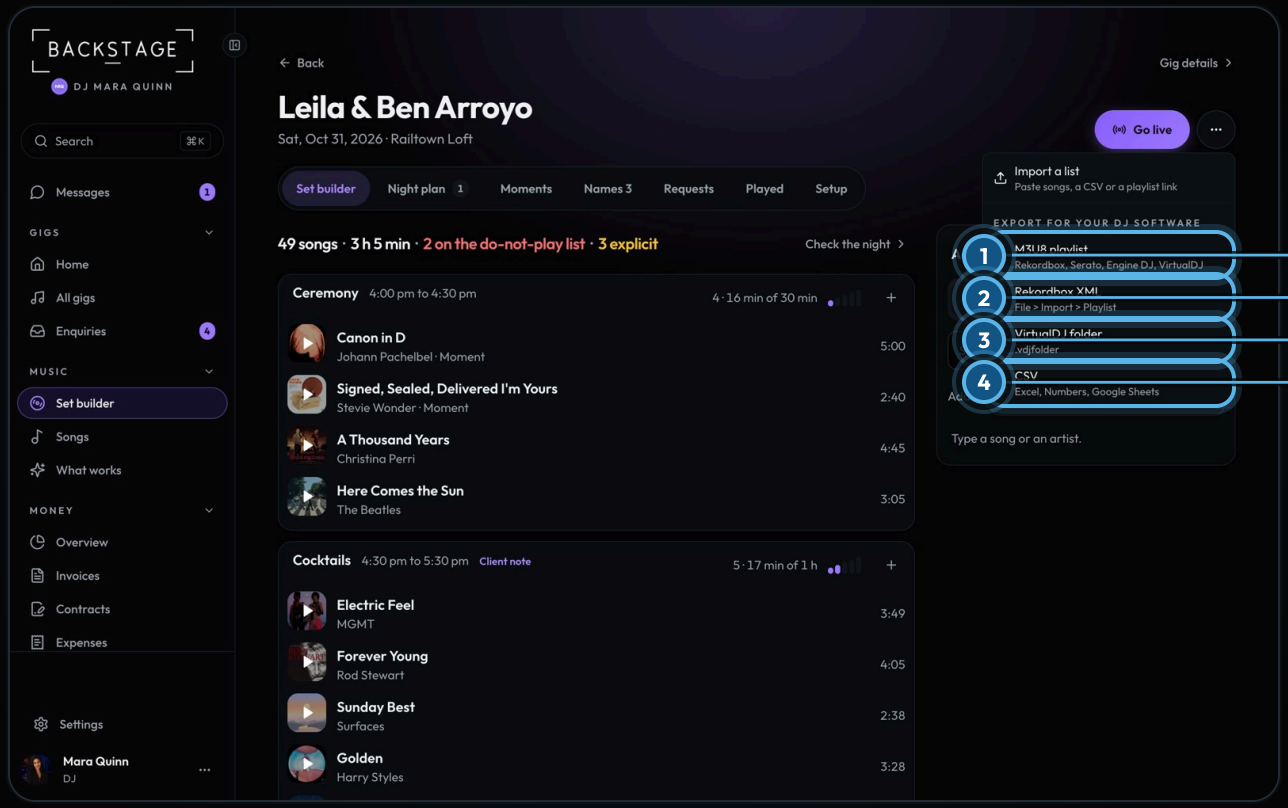
TIP

Length, explicit flags and previews are looked up for you. BPM and key show when they're set on a song: there's no reliable free source to fill them in.

DJS

Export to your DJ software

Take the crate into Rekordbox, Serato, Engine DJ or VirtualDJ as a playlist, in order. The file has song names, not audio: your software matches them to your own tracks.



1. **M3U8**
   Rekordbox, Serato, Engine DJ and VirtualDJ.
2. **Rekordbox XML**
   File, Import, Playlist in Rekordbox.
3. **VirtualDJ**
   A .vdjfolder playlist.
4. **CSV**
   For Excel, Numbers or Google Sheets.

HOW TO

1. Open the gig's **Set builder** and click ··· at the top.
2. Pick a format under **Export for your DJ software**. The file downloads, named for the gig and date.
3. Import it in your DJ software. It finds your files by artist and title.

TIP

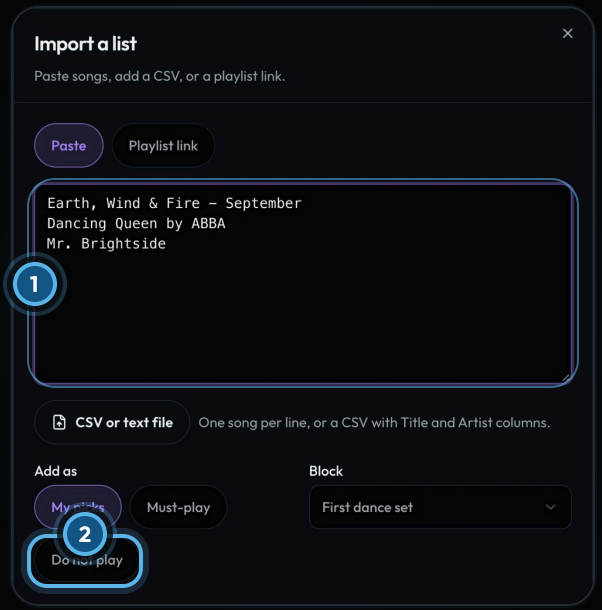
Songs on the do-not-play list stay in the crate so you can see them. Check the playlist after import and skip them.

DJS

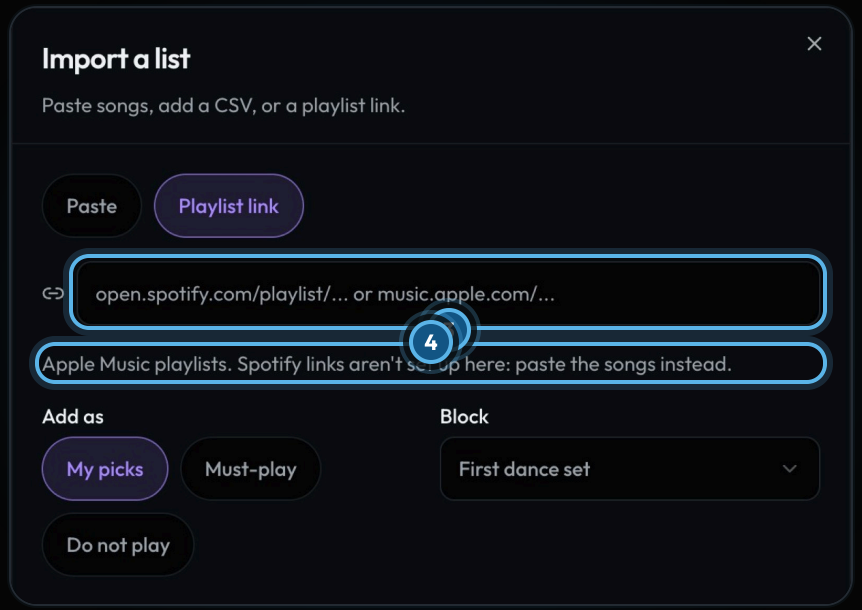
Import a client's list

Clients send lists in every shape. Paste them, add a CSV or a playlist link, and every song is matched. Sure matches are ticked; the unsure ones wait for you to pick.

PASTE OR A FILE



A PLAYLIST LINK



1 Paste
Artist - Title, or Title by Artist.

2 Add as
Your picks, must-plays or do-not-play.

3 The link
A public playlist.

4 Spotify or Apple Music
Public playlists. Spotify shares the first 100 songs.

HOW TO

1. Open the gig's **Set builder**, click ··· at the top and pick **Import a list** (or the import button in **Add songs**).
2. Paste songs, one per line, or pick **CSV or text file**. Or switch to **Playlist link**.
3. Choose **Add as**: My picks (and a block), Must-play or Do not play. Click **Next**.
4. Check the list: pick the right version where it asks, untick any you don't want, then **Add**.

TIP

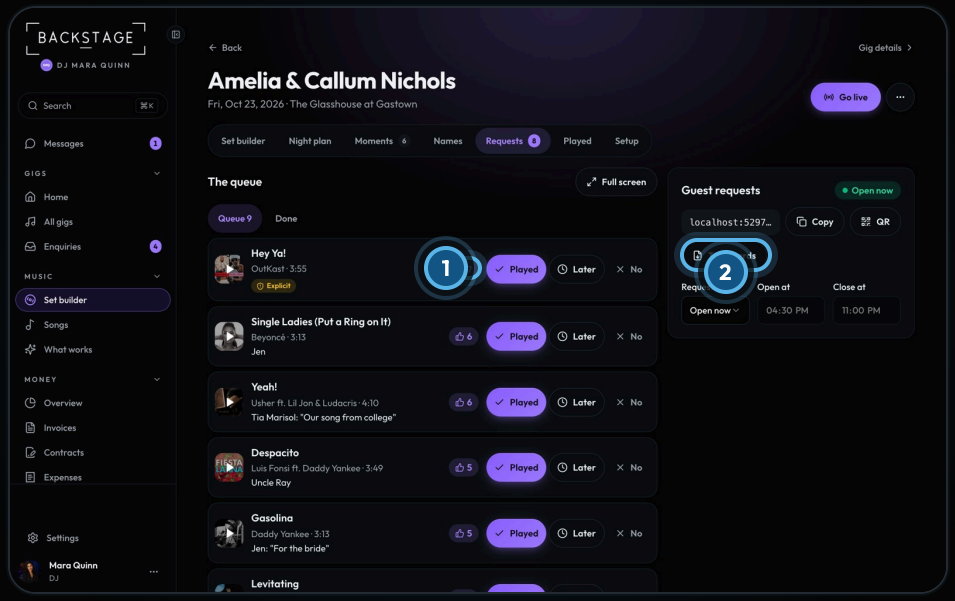
Spotify links work only when Spotify import is switched on for your Backstage (it is in the demo). When it's off, the sheet says so: paste the songs or use an Apple Music link.

DJS · ON THE NIGHT

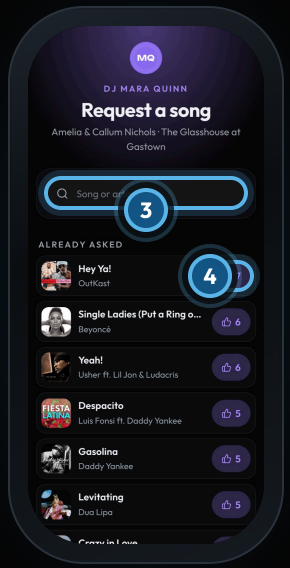
Guest requests by QR

Guests scan a code on the table and ask for a song, no sign-in. The same song again is a vote, so the queue shows what the room wants most. Songs on the do-not-play list are turned away kindly.

YOUR QUEUE



WHAT GUESTS SEE



1 Votes
Most wanted first.

2 QR and table cards
Copy the link, show the QR, or print cards.

3 Search a song
Add a name and a message if they like.

4 Vote
Tap the thumb to back a song.

HOW TO

1. Open the gig's **Requests**. Print **Table cards** or show the **QR** (on a phone, **Link, QR and times**).
2. Requests open at the gig's start and close at its end. Change it with **Open at** and **Close at**.
3. On the night, tap **Played**, **Later** or **No**. In the booth, **R** hides or shows the queue.
4. One code for every night: **Settings > Profile > Song requests** has your permanent QR for a banner.

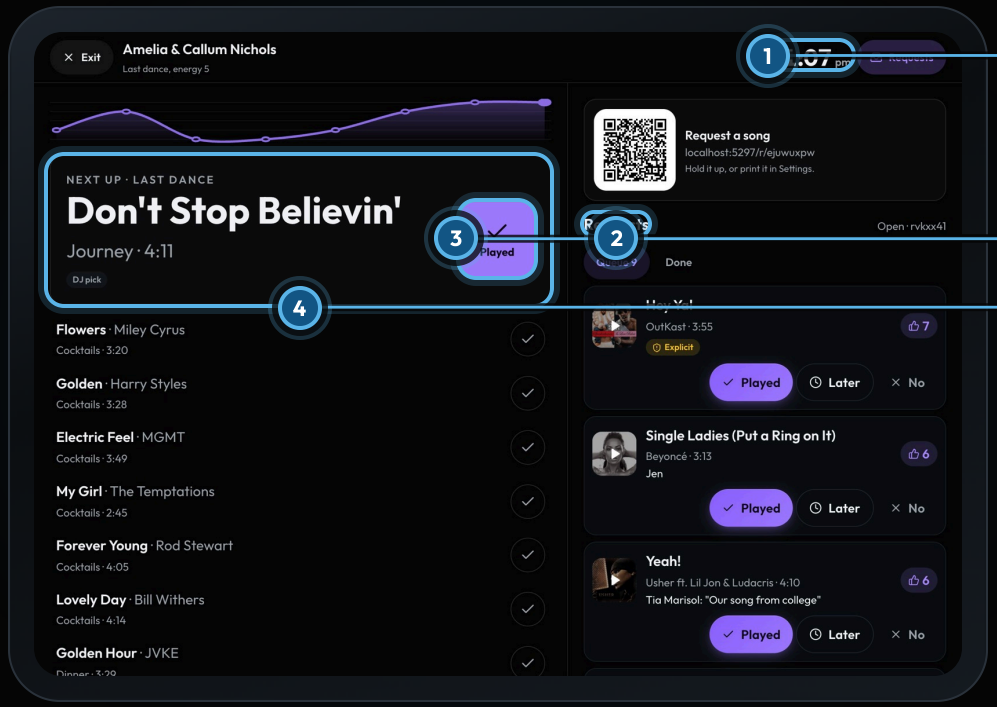
TIP

The client can turn on **Approve requests first** in their app. Requests also land in the crate's request block, with the guest's name and message.

DJS · LAPTOP OR IPAD AT THE BOOTH

The booth

Go live and the screen turns dark with big type: the block you're in, the next song, the next key moment with its cue, and the live request queue. Every song you mark played goes in the played log.



1 **Venue time**
The cue card counts down to each moment.

2 **Live requests**
The queue, updating as guests ask, with your request QR on top.

3 **Played**
Tap, or press Space. It goes in the log.

4 **Next up**
From the block on now. Do-not-play songs are skipped.

HOW TO

1. Open the night from **Set builder** and tap **Go live**, or **Go live** on Gig day.
2. Mark each song **Played** as you go. Space bar works on a laptop.
3. Before a key moment, its cue card shows the song, version, start, fade and the names to announce.
4. The requests sit beside the songs on a laptop or an iPad held sideways, with your request QR on top to hold up. Press `R` or **Requests** to hide or show them.
5. After the night, the night's **Played** tab has every song with its time. **Add a song by hand**, or undo a wrong tap.

TIP

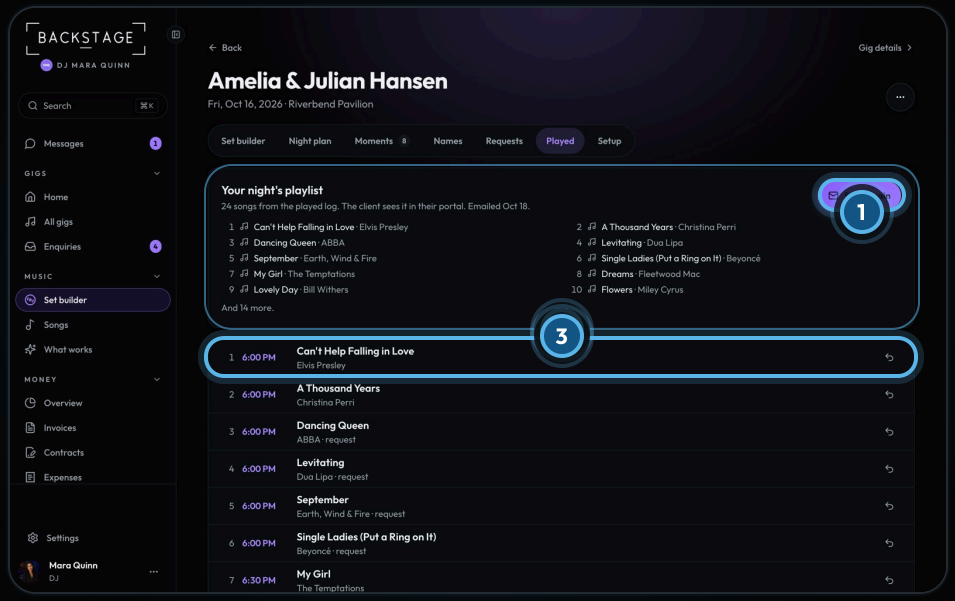
The screen stays on while the booth is open. On a phone or an iPad held upright, Songs and Requests are two tabs.

DJS · AFTER THE NIGHT

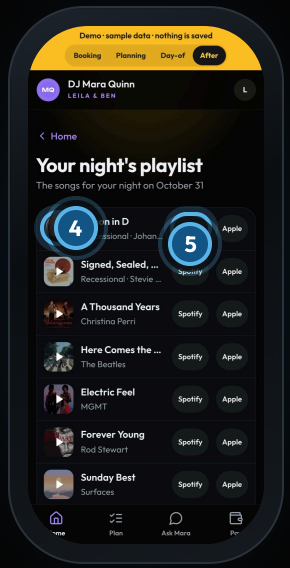
Your night's playlist

After the gig the client gets the songs from their night, in order, with a preview and links to Spotify and Apple Music. Email it with your review link in the same message.

PLAYED



WHAT THE CLIENT GETS



1 Email it
To the client, with your review link. Send again once it's gone.

2 The playlist
From the played log, else the crate.

3 Played log
Every song marked played, with the time.

4 Preview
30 seconds of each song.

5 Spotify or Apple
Play it again at home.

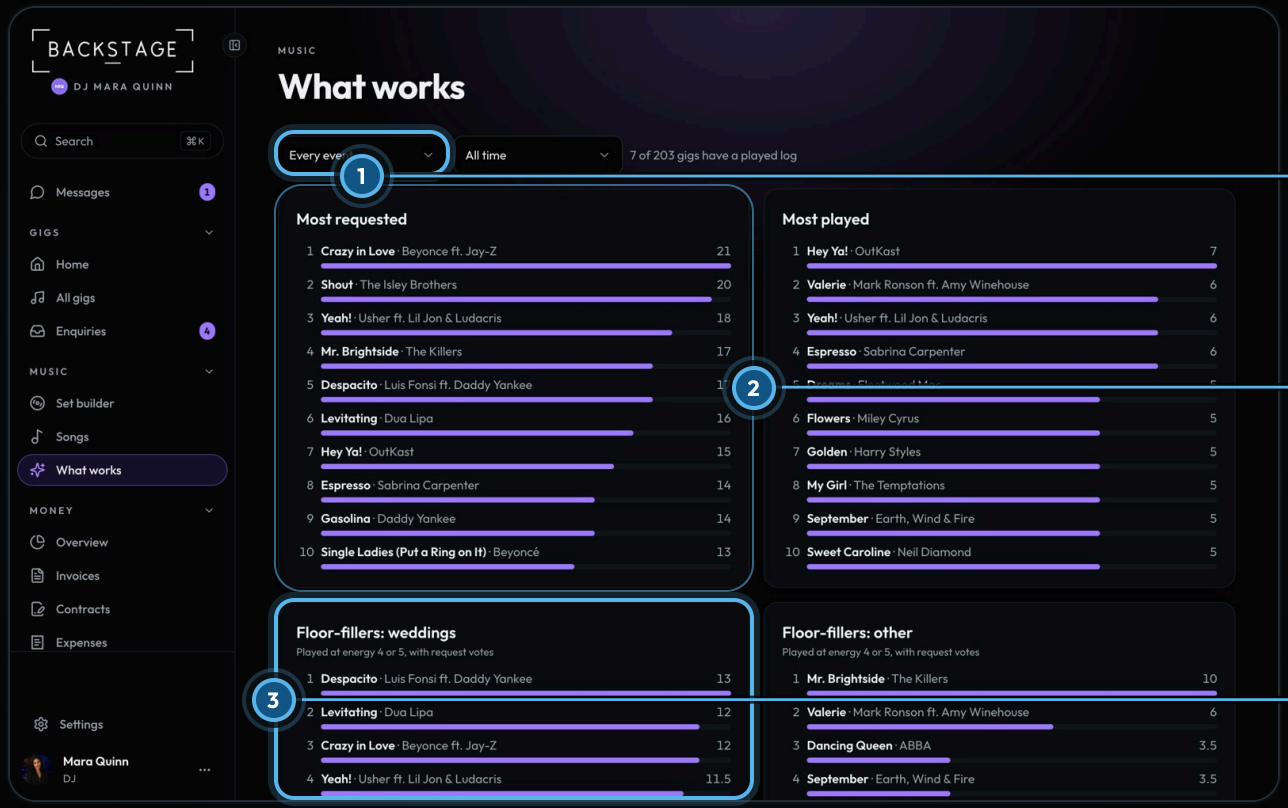
HOW TO

1. Mark songs played on the night, in the Set builder or the booth.
2. The next day, open the gig's **Played** tab and click **Email it to the client**. Your review link goes with it.
3. The client also finds it on their app's Home, under **Your night's playlist**.

DJS

What works

Every played log and request adds up. See what gets requested most, what you play most, the floor-fillers for each kind of event and what clients keep putting on the do-not-play list.



1 Filter
By kind of event and by dates.

2 Most requested
Guest votes across your gigs.

3 Floor-fillers
Played at energy 4 or 5, with votes.

HOW TO

1. Open **Music → What works**.
2. Pick an event type and a date range.
3. Use it when you build the next crate: the floor-fillers for that kind of night first.

TIP

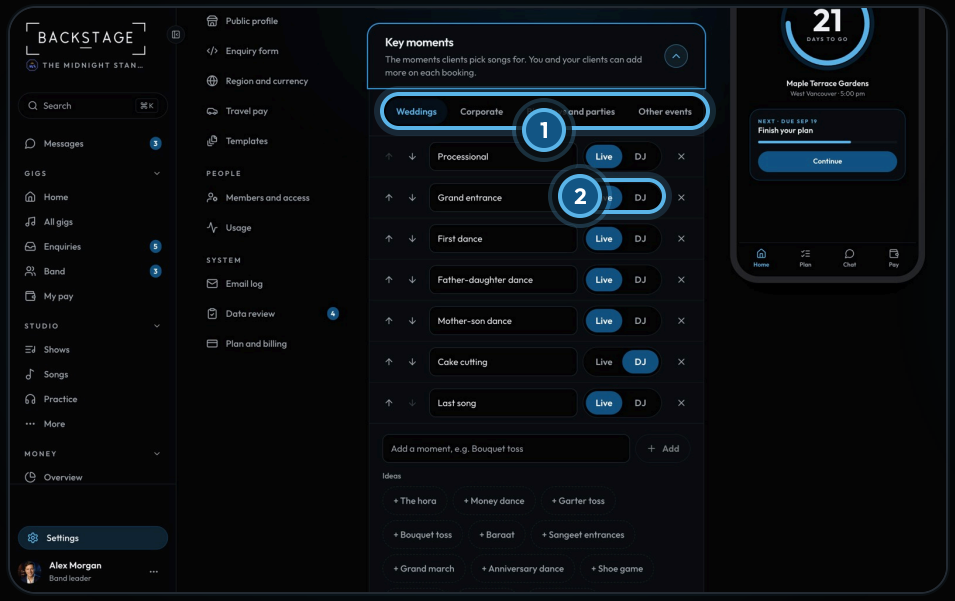
Music → Songs lists every song in your crates, with how often you've played it.

BANDS WITH DJ SETS

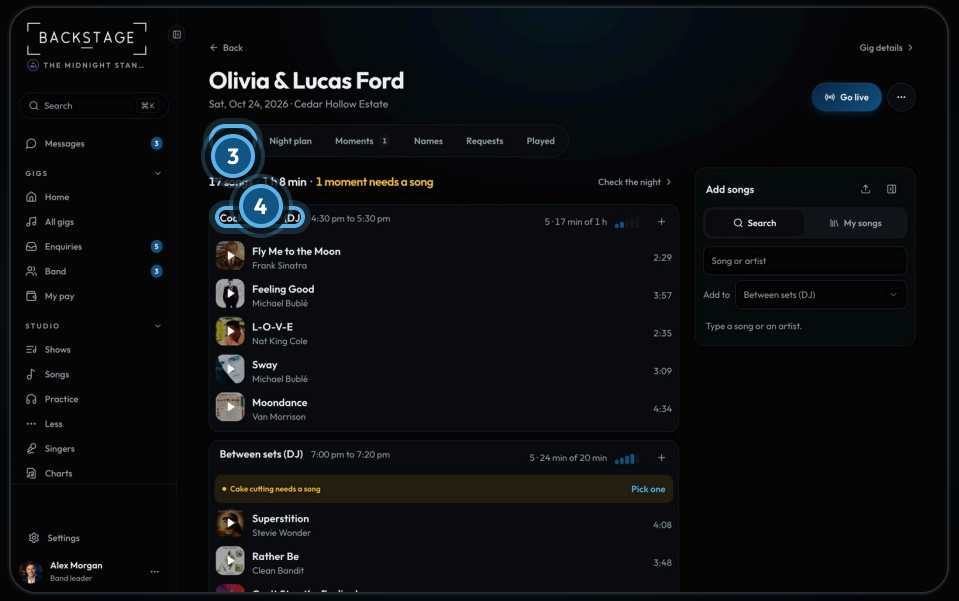
Bands that play DJ sets

Play DJ sets between live sets or after the band? Switch on DJ sets and every gig gets the same DJ tools: the night plan, a crate, moments, names, requests and the booth, next to your setlists.

LIVE OR DJ, PER MOMENT



A GIG'S DJ SETS



1 Per event type
Its own list of moments.

2 Live or DJ
The band plays it, or it's a DJ track.

3 Crate
The songs for your DJ sets.

4 DJ blocks
Cocktails, between sets, after the band.

HOW TO

1. Open **Settings → Features** and turn on **DJ sets**. In **Client portal → Key moments**, set each moment to **Live** or **DJ**.
2. Open **Studio → DJ sets**, or **DJ sets** on a gig's **Plan** tab.
3. Build the crate and night plan like a solo DJ. Leaders, setlist editors and whoever DJs the gig can edit.
4. Players on the gig can open it and **Follow live** from the booth.

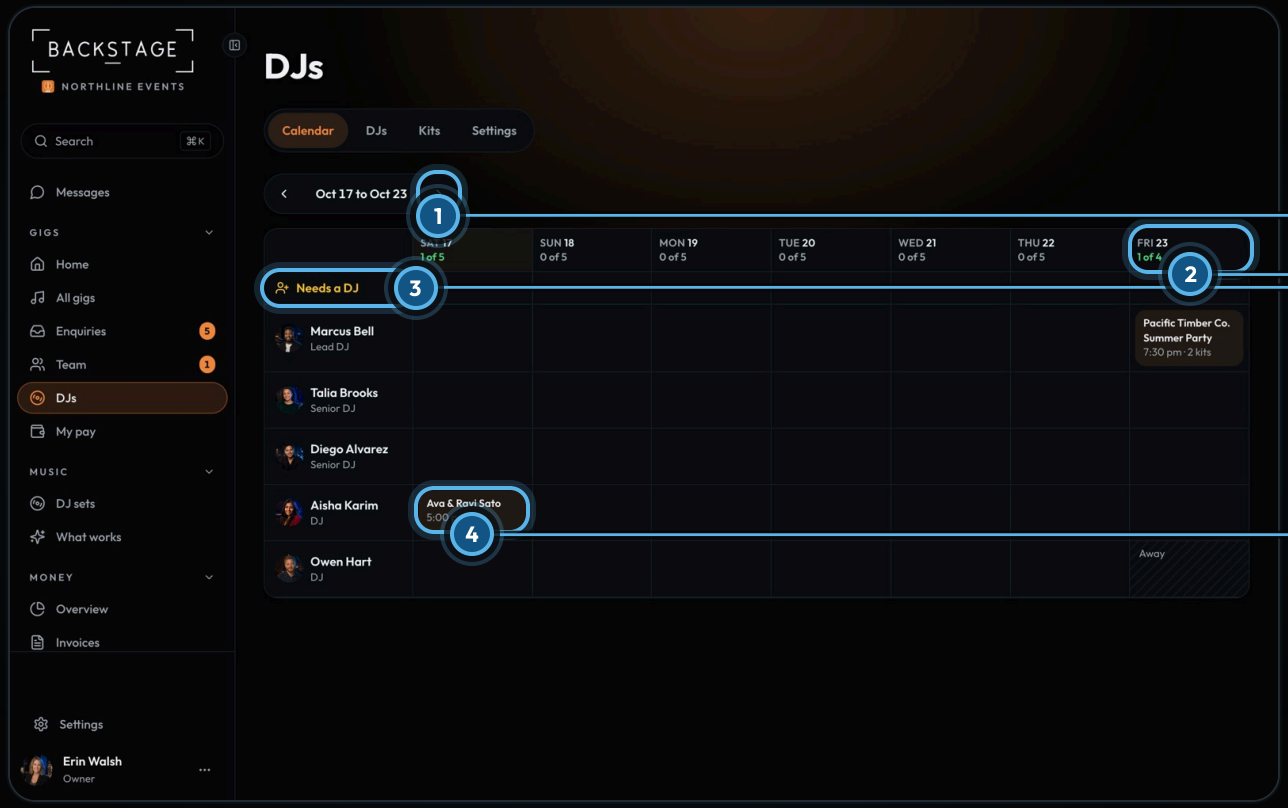
TIP

Moments set to DJ go on the DJ cue sheet and into the crate with the client's song. Live moments stay with the band.

DJ COMPANIES · OWNER · DESKTOP OR IPAD

DJ lanes

One row per DJ, one column per day. See who's on which gig, who's free and how full each date is, with the gigs that still need a DJ on top. A date only shows Full when no DJ or speaker kit is free.



1. **Week by week**
   Seven days from today.
2. **Capacity**
   DJs booked out of those working that day.
3. **Needs a DJ**
   Booked gigs with no DJ yet.
4. **A gig**
   Tap to pick the DJ, crew and kits.

HOW TO

1. Pick the **DJ company** preset in **Settings → Features**, then add your DJs and crew on **DJs**.
2. Open **DJs**. The **Calendar** shows this week. Use the arrows for the next.
3. Tap a day for who's free, who's away and which kits are free.
4. Tap a gig to book or change its DJ, add crew or pick kits.

TIP

Capacity shows on the calendar, in enquiries and on busy dates too, so you never sell a date you can't staff.

DJ COMPANIES · OWNER

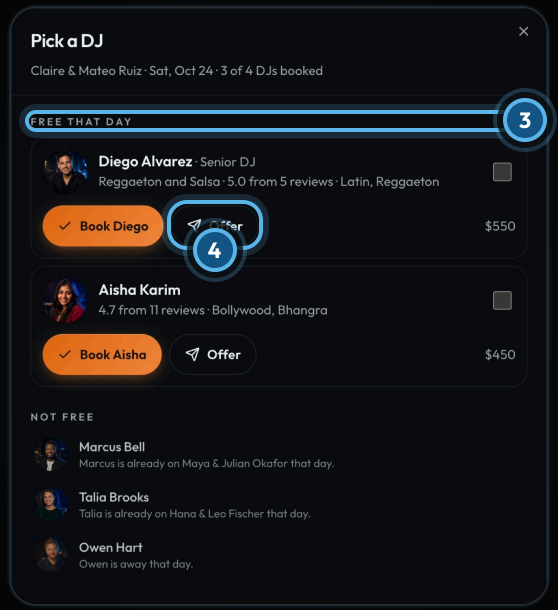
Book or offer a gig to a DJ

Pick a DJ for a gig and the app ranks who's free by fit, reviews and the client's request. Book them straight on, or offer it and they say yes on their phone. Nobody can be double-booked.

THE GIG



PICK A DJ



1 Pick a DJ
Who's free that day, by name.

2 Kits
The gear going out with this gig.

3 Free that day
Ranked by fit, reviews and rebooks.

4 Offer
They say yes or no on their phone.

HOW TO

1. Open **DJs** and tap a gig in **Needs a DJ** (or **Needs you** on Home).
2. Tap **Pick a DJ**. Free DJs come first, with their styles and reviews.
3. Tap **Book** to put them on, or **Offer** to ask. Tick two or more for **Offer in turn**: if one says no or doesn't answer in a day, the next is asked.
4. To change DJs, tap **Change**. The new DJ gets the music plan, moments, cue sheet, crate and requests.

TIP

If the client asked for a DJ, it shows at the top of the list with a star.

DJ COMPANIES · OWNER

Gear kits

Speakers, lights, uplights and the photo booth, with how many sets you own and their maintenance notes. Put kits on a gig and the app stops you sending out more than you have on one date.



1. **Add a kit**
   Name, kind, how many and notes.
2. **Every gig needs one**
   A date is full when none are free.
3. **A kit**
   What's in it and how many sets.
4. **Next out**
   The next gig it goes to, and its last service.

HOW TO

1. Open **DJs → Kits** and click **Add a kit**. Set the kind, how many and what's in it.
2. Turn on **Every gig needs one** for speakers, so dates fill up when they run out.
3. On a gig, tap **Add** next to each kit it takes. Kits that are all out that day can't be added.
4. Mark a kit **Out of service** while it's in for repair.

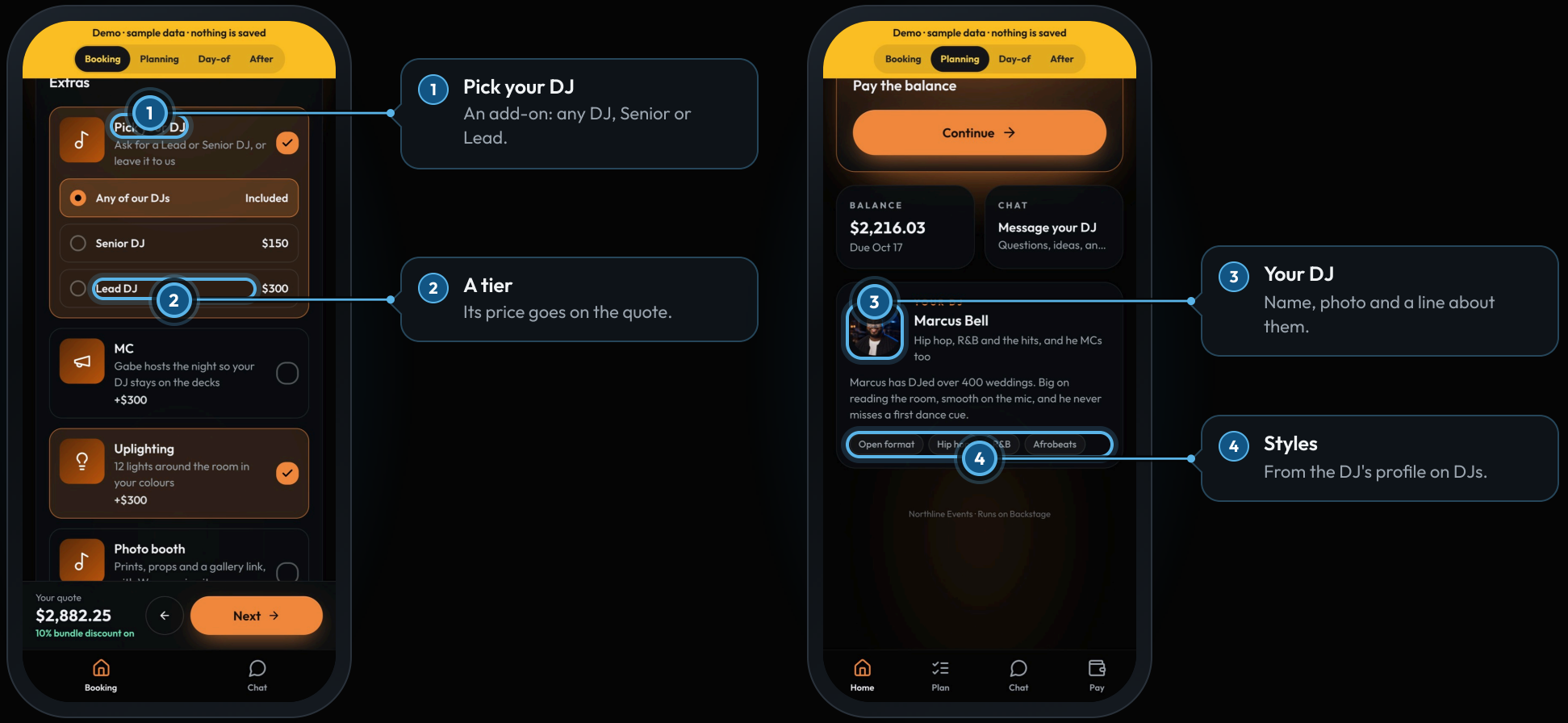
TIP

The DJ on the gig sees which kits are coming, with their notes, on their own phone.

DJ COMPANIES · THE CLIENT APP

Your DJ

Clients book the company, then meet their DJ: photo, a short bio and their styles. Before then they can pay to ask for a Lead or Senior DJ, or ask for a DJ by name.



HOW TO

1. Add tiers as add-on choices in **Settings → Packages and prices**, like Lead DJ for $300.
2. Turn on **Clients can ask for a DJ** in **DJs → Settings**.
3. The ask shows on the gig with a star. It's reserved once the booking is confirmed.
4. Book the DJ and the client's app shows them. Change DJs and it switches.

TIP

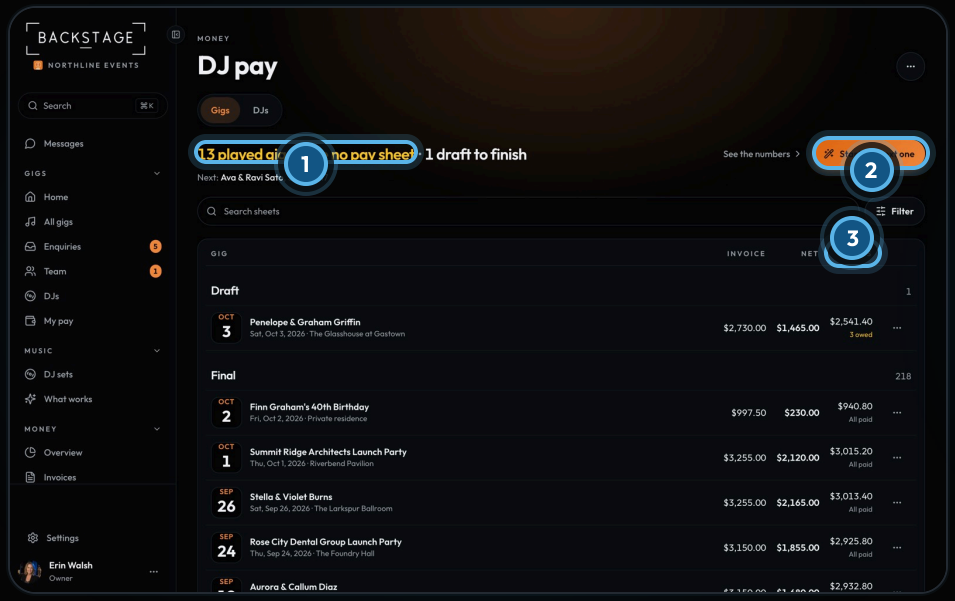
Clients see first names, photos, styles and tiers. Never prices per DJ or contact details.

DJ COMPANIES · OWNER

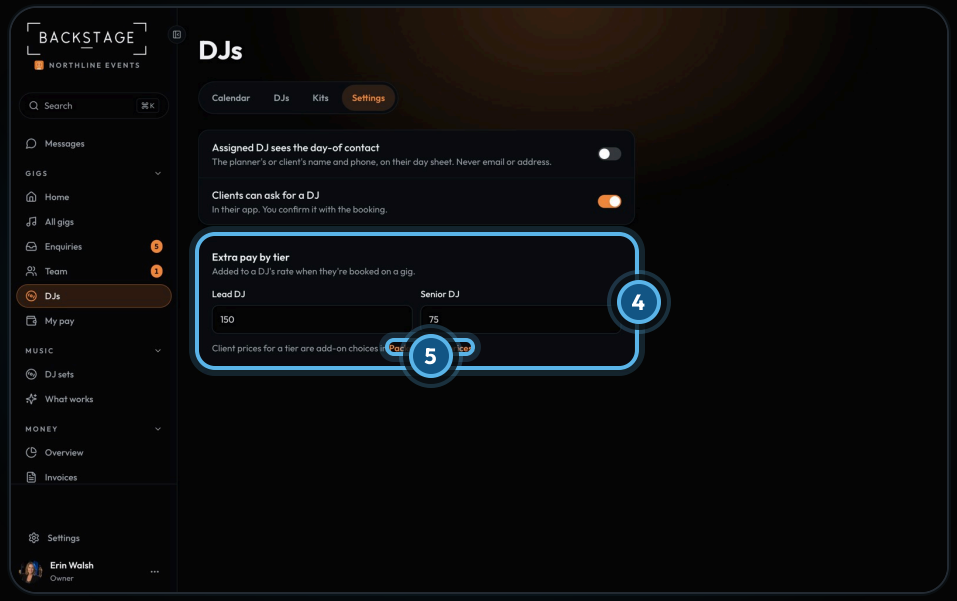
DJ pay

Each DJ has a rate per gig, plus extra for Lead and Senior DJs. Settle every gig with what each DJ and crew member gets, and what the company keeps.

MONEY, DJ PAY



DJS, SETTINGS



1 To settle
Played gigs with no sheet yet.

2 Start the next one
The fee and the DJ filled in.

3 Paid out
What the DJs got, and if it's all paid.

4 Extra pay by tier
Added to a DJ's rate on each gig.

5 Client prices
What clients pay for a tier is an add-on.

HOW TO

1. Set each DJ's **Rate per gig** on **DJs** (tap the pencil).
2. Set **Extra pay by tier** in **DJs → Settings**.
3. After the gig, open **Money → DJ pay**, click **Start the next one** and then **Mark final**.
4. **Needs you** on Home reminds you who's still to pay.

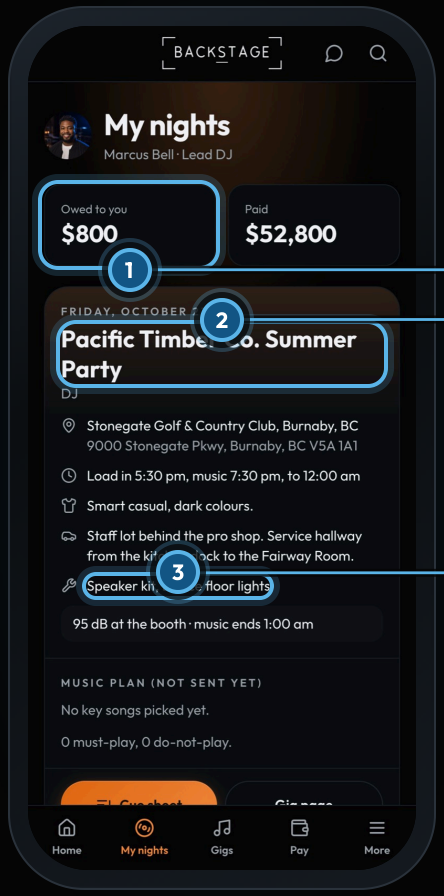
TIP

Each DJ sees only their own pay: what's owed and what's paid, on My nights.

DJ COMPANIES · THE DJ'S PHONE

What each DJ sees

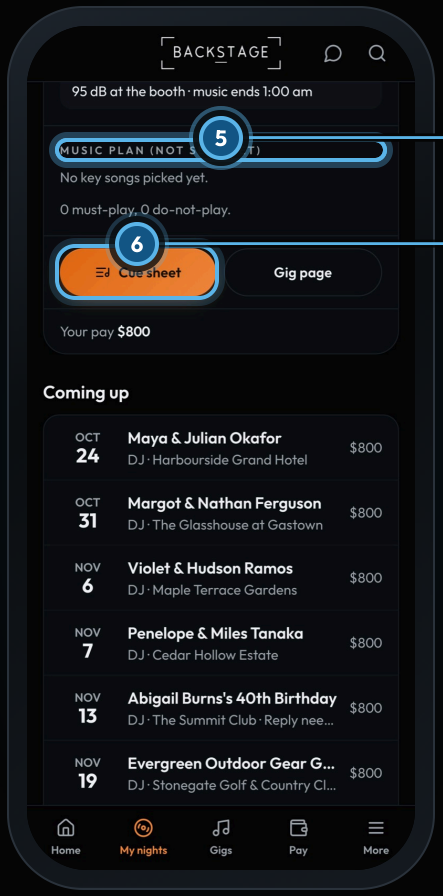
A DJ on your team sees their own gigs only: where and when, the gear and crew, the client's music plan, the cue sheet, requests and their own pay. Never the company's money, other DJs' gigs or client contacts.



1 My pay
Owed and paid, from the company.

2 The next night
Venue, times, dress code and parking.

3 Gear and crew
The kits going out and who's with them.



4 Music plan
Key songs, must-plays and do-not-plays.

5 Music plan
Key songs, must-plays and do-not-plays so far.

6 Cue sheet
The night plan, crate and booth.

HOW TO

1. DJs sign in and land on **My nights**: the next gig first, then the rest.
2. Tap **Cue sheet** for the gig's night plan, crate, moments and requests.
3. Owners: to let the gig's DJ see the planner's or client's name and phone, turn on **Assigned DJ sees the day-of contact** in **DJs → Settings**.

TIP

The day-of contact is a name, role and phone only. Never email or address. It's off until you turn it on.

PART 2 · KEEP IT HANDY

Quick reference: where to tap

Common jobs and the fastest way to each. Print this page and keep it in your gig bag.

BEFORE THE NIGHT

Set up as a DJ	Settings › Features › DJ
Open a gig's planner	Music › Set builder › the gig
Plan the energy	Gig › Night plan
Reply to a client's note	Night plan › the block › Reply to the client
Add your own picks	Set builder › Search or My songs › +
Flag explicit songs	Set builder › Flag explicit songs
Import a client's list	Set builder › Import
Export for Rekordbox or Serato	Set builder › Export
Fill in the cue sheet	Gig › Moments
Print the cue sheet	Moments › Print the cue sheet
Hear how to say a name	Gig › Names › play
Your moment lists	Settings › Client portal › Key moments
The venue setup sheet	Gig › Setup

ON THE NIGHT

Go live at the booth	Set builder › Go live
Mark a song played	Booth › Played, or Space
Print table cards	Gig › Requests › Table cards
Open or close requests	Gig › Requests › Requests
Answer a request	Queue › Played, Later or No
Requests full screen	Requests › Full screen

AFTER

Send the night's playlist	Gig › Played › Email it to the client
Fix the played log	Gig › Played › add or undo
See your floor-fillers	Music › What works

DJ COMPANIES

See who's on and who's free	DJs › Calendar
Give a gig a DJ	DJs › the gig › Pick a DJ
Offer it to a few in turn	Pick a DJ › tick two or more › Offer in turn
Add a DJ or crew	DJs › DJs › Add a DJ
Add a gear kit	DJs › Kits › Add a kit
Extra pay for a tier	DJs › Settings › Extra pay by tier
Let DJs see the day-of contact	DJs › Settings
Pay your DJs	Money › DJ pay
A DJ's own gigs and pay	My nights

PART 2 · KEEP IT HANDY

Questions and answers

Does the export include my music files?

No. The file has song names in order. Rekordbox, Serato, Engine DJ or VirtualDJ match them to the tracks in your own library.

Do guests need an account to request?

No. They scan the code or open the link, search a song and send it. Nothing about them is kept beyond the request.

Where do BPM and key come from?

From your own songs, when you've set them. Length, the explicit flag and the preview are looked up for you.

Who hears the client's name recordings?

Only band leaders and the gig's DJ.

Can one DJ be on two gigs the same night?

No. The app blocks it, and the same for a gear kit when every set is already out.

Can a guest request a song on the do-not-play list?

They can ask, and they get a kind no. It never reaches your queue as a request to play.

Can the client control requests?

Yes. In their app they can turn on Approve requests first, and new requests wait for their yes.

Can I import a Spotify playlist?

When Spotify import is switched on for your Backstage, yes, the first 100 songs of a public playlist. Apple Music links, pasted lists and CSV files always work.

What does a company DJ see?

Their own gigs, the music plan, cue sheet, requests and their own pay. Never fees, deposits, other DJs' gigs or client contacts, unless you let them see the day-of contact.

BACKSTAGE

You're ready for the next gig.

Try anything in this guide on the live demo. It's a sandbox with a made-up band, and it resets every night.

trybackstage.vercel.app