

The Playboy Club

Bunny Manual



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The Playboy Club

Bunny

Manual

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INTRODUCTION TO BUNNY MANUAL

Welcome to the world of Playboy; You can take great pride in being selected as a Bunny; it's a job that you will find is both unique and exciting. The Playboy Bunny has created a new definition and standard for charm, beauty and friendly service. Playboy Clubs are world-famous for their distinctive decor, unique facilities, good food, man-sized drinks and, particularly, their beautiful Bunnies. To guarantee the

high standards which our Keyholders have come to expect, we are extremely selective in our Bunny hiring procedures. For instance, in opening a recent Club, we interviewed 500 girls but only selected 10 as having the personality and physical beauty required of our Bunnies. After a new Bunny is hired, she goes through a complete and detailed training program which enables her to serve our Keyholders, and their guests, rapidly and efficiently.

The Bunny has become what the Ziegfeld girl was to another generation, synonymous with the most glamorous young women in the world. The remarkable success of our Playboy Clubs is a direct outgrowth of the enthusiasm which millions of urbane, successful men have for the PLAYBOY Magazine. To them you represent the excitement and glamour of PLAYBOY. Girls from all over the United States and from Denmark, Ireland, France, Germany, Ecuador, England, Italy and many other countries have become Bunnies and take delight in holding what has been called the "top job in the country for a young girl." Our Bunnies represent varied backgrounds — among them are former school teachers, secretaries, actresses, dancers, models and co-eds. Many hold part-time Bunny jobs while pursuing full-time careers or studies.

The close, long-lasting friendships you will develop and the excitement of the job itself are an important part of the satisfaction of being a Bunny. Bunnies have frequent opportunities for travel on their job. Playboy Club Bunnies, like celebrities, are frequently pictured in national magazines and newspapers. You may also have the opportunity to make public appearances for Club Promotions, transfer to other Clubs or take trips to new Clubs to train new Bunnies. In addition, you will find that being a Bunny can be financially rewarding. Your pay will be in direct proportion to the attention and service you provide to our Keyholders and their guests. The sooner you are able to consistently provide the fine, glamorous service for which our Clubs have become famous, the sooner you will be earning top wages. The requirements and standards for Playboy Club Bunnies are high. The work will often be

This manual should answer many questions that you may have concerning your new responsibilities. Read it carefully, learn your duties well

And again, congratulations and best of luck as a Playboy Bunny.

Insurance coverage, both act inies. Your Bunny Mother ; current Club coverage B

A Bunny who has been continuously employed for t

Isly employed for o

A Bunny who has b eligible for two we e year of employment

vacation as of her anniversary date. After

Bunny is entitled to one-half {1/?) day vaca

worked before she leaves our employ, to a maximum of five days in the

anniversary year (based on a 40 hour week). A Bunny who is employed

less than a year and is terminated does not receive any vacation credi

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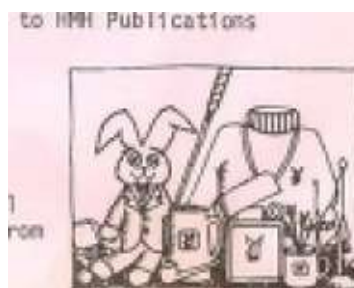
An employee may take a 1
45 days. Arrangements must be
by the General Manager.

Employees not returning by their may later apply for reemployment new employees in all respects.
scheduled date will be terminated if rehired, however, they a

See Reemployment, page 5.]

enjoyment of employees

handsome discounts on Playboy gift items are available to Playboy employees. A list of all 'Playboy
Products and prices may be obtained from our Bunny Mother.



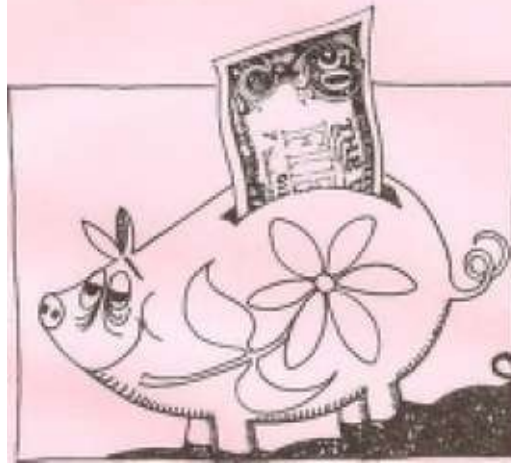
Reemployment

Resignation or release from the Company is considered a complete break in service continuity. No past service will be credited in case of reemployment. A rehired Bunny assumes the same status as a new Bunny.

Reemployment will be based on the combined evaluations of the Bunny Mother, General Manager and Playboys Clubs International Bunny Department.

By being "Bunny Beauty Scouts", Playboys Bi opportunity for earning generous additional referrals in the following

ly Beauty Scouts", Playboy Bunnies have an excellent
in earning generous fees and the reward increases with
referrals in the following manner:



\$50 is paid to the "finder" for the first Bunny she has referred. The referred Bunny must be employed for 90 calendar days.

\$75 is paid to the "finder" for the second Bunny she has referred within a 12-month period after the first referral was hired. Referred Bunny must be employed for 90 calendar days.

Referred Bunny must b

includes the Good Service Contest a ; designed to reward those Bunnies w effort to do a good job. The two



Good Service Contest

The Good Service Contest is held daily for all Cocktail Bunnies. The daily winners receive merits for having achieved the highest drink average through excellent service. The Monthly Good Service Contest is won by the Bunny who has won the most daily contests that month. Awards are as follows:

Ties for second place delete a third place winner. Ties for third place pay each girl duplicate awards.

len a Bunny has choice of schedule she may only choc mis and assignments she has proved capable of work.ir 1 for which she has been trained.

Transfers

One of the advantages that Bunnies enjoy is the opportunity of moving to another city permanently, or for a short time, with the security of having a good job waiting if their transfer requests are approved. Transfer requests should be submitted through the Bunny Mother. After a Bunny has completed the Request for Transfer Form, the Bunny Mother and General Manager add their comments and the form is forwarded to Playboy Clubs International. AH transfers must be approved by International. Consideration is given to the Bunny's performance ability, appearance, length of service, merit/demerit status and the Bunny-staffing needs of both Clubs.



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WHEN OBTAINING A REPLACEMENT, A BUNNY MUST CHECK WITH THE BUNNY MOTHER TO FIND OUT IF THE REPLACEMENT IS SUITABLE. FOR EXAMPLE, A BUNNY WHO WORKS A SHOW-ROOM MUST SECURE A REPLACEMENT WHO ALSO IS TRAINED TO WORK IN THIS AREA.

After you have arranged for a replacement, call the Club office and notify the Bunny Mother of the arrangements you have made. The Bunny replacing you must also call the Club office to confirm that she is assuming responsibility for your shift. Those Bunnies who are most cooperative about replacing Bunnies unable to come to work — even

of their days off -- will find it easy

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knowledge of the Room Director or Lobby Di tial these hours daily way disrupt service i :

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e "Time Cards" page 21.)

breaks; Bunnies should 51

Club.

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Bulletin Boards

It is your responsibility to examine the bulletin board every day for any new instructions or notices which might be posted. Nothing is to be posted on the dressing room bulletin board without knowledge and consent of the Club Manager. The bulletin board is never to be utilized as a means of inviting the Bunnies to activities outside the Club. Bunnies may use the dressing room bulletin board to advertise for a replacement, when necessary, but the advertisement does not constitute fulfillment of the responsibility for finding a replacement.



Bunny Council Meetings

Bunny Council was created to help in determining what problems, suggestions or comments Bunnies may have which they are reluctant to discuss at an open Bunny Meeting. The Council consists of a representative from each Club room. At Council Meetings, which are held monthly with the Bunny Mother, the representative speaks on behalf of all Bunnies who work in her area. Therefore, she will have discussed matters of concern with the other Bunnies previous to each Council meeting and will present a cross-section of opinion and thought. These ideas are then submitted in writing to the General Manager by the Bunny Mother.

Each Bunny and several departments at International * of the General Manager's comments regarding all matters at the Bunny Council Meeting.

Bunny Meetings

: held monthly and, when necessary, special meetings are held in advance of all Bunny Meetings?

Bunny Photo Shootings

All Bunnies are scheduled for one photographic session with the local Playboy Club photographer. Bunnies wear full Bunny costume and accessories for this shooting and are paid \$1.25 per hour. The 3 X 10 glossy photograph becomes part of your permanent Playboy record.

Remember that the most flattering photographs are obtained when Bunnies use natural-looking, daytime makeup. Exaggerated eye makeup — which is normal



Dating of Employees Bunnies are forbidd

tating of Keyholders and Guests

Bunnies are not permitted to accept dates with Keyholders, guests or any other persons visiting the Playboy Club. Any Bunny who arranges to meet or be met by a keyholder, guest or employee of the Club (either on or off the Club premises) will be dismissed immediately. If a Bunny is asked for a date by a patron, she should advise him, in as polite a manner as possible, that Bunnies are not permitted to date people they work for at the Club. She is also not permitted to give

not permitted to chew gum or eat while on duty.

not permitted to drink alcoholic beverages in the Club area

Bunnies are not permitted to drink soft drinks, lemonade in view of keyholders and guests, but may drink these beverages "behind the scenes."

All Bunnies work an eight-hour shift unless instructed otherwise. Bunnies are expected to report to the room to which you are assigned at the exact time indicated on your schedule, with your uniform and all necessary equipment in your possession.

Inspection

Bunnies must allow enough time before going to their assigned room to report to the Bunny Mother for appearance inspection. The Bunny's hair, nails, shoes, makeup and costume must be "Bunny-perfect" in order for a Bunny to be permitted to begin working unless appearance specifications are met. Demerits may be issued for carelessness in this regard. The Bunny reports to her scheduled room, the Room Director, too,

key combination will be kept by the Bunny Mother in a locked box outside of your locker when you are not in the room. Also, make certain that your locker is kept locked when you are not in the room.

A duplicate key combination ; leave any

key combination in your locker at any time

entitled to one free
worked. These meals
en in the dining area
the Club management.



meal each day worked. These meal designated by the Club management

A Bunny's demerits are automatically canceled on the date of her yearly ■■■i T oir.: :,\-;■, ".--
Playboy Club.

A Bunny who Club carries with her.

Merits

Merits are gained for the following:

Monthly Mug Incentive Contest

1st Place Winner 25 MERITS

2nd Place Winner 20 MERITS

3rd Place Winner 15 MERITS

(See page ■ 7 for Hug Incentive Contest details.)

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(See page 6 for Good Service Corite

Bunny Voluntarily Plating Herself on Reserve

When any given Club is fully-staffed, Bunny:

themselves on reserve, rather than be on the

Working for the Club on Day Off, at Club's fii Working Volunt ary roomer:ion for iic ■!■!>.!■ . .
Changing Levels at Club's Request

eakfast Bunny, Dance Sessi

lug Extra for it-.a CJul

ScEi ■-_' . Uorfcing Hours fo r that Partic o Another Club

i Heeded 5 ir

t Schefluled During

'■■OjL?y '■' ' ; '■'■'■ ■■'-■;■'''

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Failure to Report to Work Without an Approved Replacement , . .25 Demerits

Second Offense 25 Demerits

Third Offense Dismissal

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After being 30 minute; law the Bunny may find, if she notify the Bunry Hotter when ',-e will arrive, that she for the shift and may rot he i>nnrritted to work when shi

56 t

. 10 Demeri ts

. 11 Demeri ts

. 1? Demerits

. 13 Demerits

. 14 Demerits

. 15 Demerits

. 20 Demerits

Over 60 minutes

3 attend Bunny Meeting 25 demeri

for Bunny Meeting: ; demerit schedule applies as for failure to report to work

ng Break (for each minute over limit) 1 demeri

Inatic

Improper Conduct, such as: . . .

- Drinking any liquid in vi

- Chewing gum or eating in

- Infringement of smoking r

improper Appearance, such as: . .

- Unkept hair

- Improper makeup (includir

.15 C

- Dirty or unpolished fin

ted Costume Offenses, sue

- Bunny Ears not worn in

- Reporting without namep cash for cigarettes

- Bikini panties showing

- Unkept tail

;rvice . . . Improper Pro

- Not doing Bunny Dtp

- Not keeping tables clea

- Not changing ashtrays

Not Signing for Untidy Lockers

THE ACCUMULATION OF 100 DEMERITS RESULTS IN DISMISSAL FROM THE CLUB.

Note: There are certain circumstances when a Bunny's misconduct warrants immediate dismissal even though she has not accumulated 100 demerits.

Mingling by any female employee with any patron or guest is not allowed and shall be cause for immediate dismissal. Bunnies may, however, converse briefly with patrons, provided that conversation is limited to a polite, exchange of pleasantries and information about the Playboy Club. A Bunny may never, under any circumstarices, divulge personal information about herself or other Bunnies such as what they do outside the Club, last names, phone numbers, addresses, etc.

At all CU

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u York Club [and Atlanta regarding # 2)

have their pictures taken with patrons, provided there is no physical contact whatsoever;

dance with patrons at the feature dance party, provided there is no close physical contact, (twist, watusi, bugaloo, etc., are examples of acceptable dances).



mingling prohibits dating, any ph

mingling prohibits dating, socializing with patrons or rule will be grounds for i

physical contact, etc. Again, any

Playboy has no objection to Bunnies modeling for reputable agencies or businesses. They may not, however, be publicized or exploited as Bunnies when working for any outside company. ALL MODELING OFFERS MUST BE CLEARED THROUGH THE BUNNY MOTHER SO THEIR LEGITIMACY MAY BE ASCERTAINED. UNDER NO CIRCUMSTANCES MAY A BUNNY HERSELF CONTRACT FOR A MODELING JOB.

Bunnies who are registered with a modeling agency are required to list

Bunnies may not give out their numbers at any time in the Club

information about other Bunnies:

- ::■■■■:or;a" ;■': ■:■-•' •■- . th the Bunny Mother

The Bunny Mother has an "open-door" policy and is always happy to talk with you. It is sometimes necessary, however, for her to call a special meeting with you because of certain infractions of Playboy rules which require discussion and corrective measures, such as:

Failure to keep appointments scheduled by the Club, i.e., makeup instruction, costume fitting, photo shooting with Club Photographer and doctor appointments.

Tardiness twice in one week.

THE ACCUMULATION OF 35 DEMERITS.

THE ACCUMULATION OF 60 DEMERITS RESULTS IN A PERSONAL INTERVIEW WITH THE BUNNY MOTHER AND THE GENERAL MANAGER OF THE CLUB. (See pages 11-15 for

Merit/Demerit Schedule.)

Failure to keep appointment? scheduled by the CIjb, i.e., makeup instruction, costume fitting, photo shooting with Club Photographer and doctor appointments.

Repeated errors in Bar Checks.

Tardiness frice in one week.

THE ACCUMULATION OF 35 DEMERITS.

THE ACCUMULATION OF 60 DEMERITS RESULTS IN A PERSONAL INTERVIEW WITH THE BUNNY MOTHER AND THE GENERAL MANAGER OF THE CLUB. (See pages 11-15 for Merit/Demerit Schedule.)

Phone Calls

You may not receive personal phone calls at the Club, and messages will be taken only in cases of emergency. The switchboard operator is not allowed to give a Bunny's last name, phone number or address to anyone. Outgoing calls should be made from pay phones; they are not to be place through the switchboard.

Promo ti on s

You may be asked to participate in a Playboy promotion, which is a Company-authorized personal appearance made by a Bunny or Bunnies who represent The Playboy Club. It is considered an honor to be chosen to represent Playboy in this manner and if your appearance and attitude are 1 "Bunny-worthy", you probably will be chosen often.

Although promotions are generally assigned by the Bunny Mother and General Manager of your Club, there will' be some which will be voluntary. These are usually charitable events in which Bunnies are invited to participate, such as telethons, sports events, visits to hospitals and orphanages, etc.

When you are assigned to most promotions, you receive payment for your time; however. Bunnies who participate in voluntary promotions are generally rewarded with merits.

sonal appearance puts you in ttie spotlight. If ynu such an appearance, it means that PLAYBOY Magazine a feel that you are truly representative of the femini for which Playboy is noted. Very often, a promotion the attention of people in the advertising and commu exposure that can lead to additional modeling work,

So it is

Playboy i to in Do's

.. .arrive on time and look your loveliest with your hair styled, your

nails freshly manicured and your Bunny costume clean.

...smile and be personable to all those with whom you come in contact

during a promotional appearance.

...conduct yourself in such a way that never leaves you or Playboy open

...stay in the company of a mixed group, a couple or your chaperone at

...keep a record of your expenses and the hours you have worked.

...indulge in alcoholic beverage before or while working on a promotion. ...date the sponsor of a promotion or someone you meet at this promotion while you are at a given location for the specific promotional assignment.

...allow yourself to be in a situation where complications arise. ...make any comments that are controversial or negative about yourself, Playboy or the promotion on which you are working. ...wear anything other than the Playboy Promotion Costume unless you have been given permission to do so by the Bunny Mother.

Rules for the Bunny off the Job

any way try to control your behavior away from t conduct yourself in a manner that can only bring d the other Bunnies with whom you work.

Cocktail Bunnies are p charge payment. The s based on her average h worked.

Income Tax Deductioi

Costume shoes, if not adaptable to general usage.

W1gs, if mandatory by Club, cost spread over useful life.

Cosmetology, hair stylings and upkeep, cosmetics required as a bunny.

Cost of cuff links and other equipment not furnished by the Club (except for original issue).

Transportation cost, if any, incurred while doing promotions.

State Income Tax

Telephone charges necessitated by business.

11. Other necessary expenses incurred as a Bunny

Bunnies must keep audit sheets and receipts of any expenses claimed so that they will have a permanent record with their income tax return.

le is prepared by the Bunny Mother an tains the following information:

ft message from the Bunny Mother.

ft day-off page and active Bunny list.

All training scheduled for the week.

following week.

Read your schedule carefully and note each assignment. You are responsible for each shift in which your name appears. Special day-off and shift requests must be submitted to the Bunny Mother on the Wednesday before each week's schedule. She will try to cooperate with

your requests, but she is responsible for adequate floor coverage and th

day off and shift request whenever possible; however, keep in mind that she is concerned with fair and proper scheduling for a large group of Bunnies and the needs of the Club itself.

Bunnies who are scheduled "on reserve" must be available to

more hours and days designated by the Bunny Mother. ; considered on schedule and must be ready to :d. Reserve Bunnies phone the Bunny Mother at a specified time if they are needed to fill an opening. The Bunny Mother will provide where the reserve Bunny can be reached by phone

Reserve. Bunnies w
the Club on those r
Bunnies on "reserve
work if needed. Re
time to see if they
must also know exac
if her services are
considered a "no sh
Replacements. (see

Signing out for Sen*

Your signature on the wee!

the Sunny Mother that you have put and will be responsible for working

Shopping Service

The Playboy Club is one of a long list of retail establishments, restaurants, and night clubs that employs a shopping service. Shopping service personnel regularly visit each Playboy Club and report to us on their observations, particularly the quality of our service and attitude of employees. This helps us to evaluate the effectiveness of our training and root out carelessness and inefficiency, but, most important, it also permits us to give recognition to those employees who are doing a

If you are doing a good job, obeying the rules and giving the gracious good service you are taught during your training period, you need not concern yourself about the fact that you are, from time to time, "shopped" by a shopping service representative.

IN ALL CASES WHEN A BUNNY IS SMOKING WHILE ON DUTY, SHE IS TO "TAKE A PUFF" AND SET THE CIGARETTE IN AN ASHTRAY. BUNNIES ARE NOT TO STAND OR SIT HOLDING A CIGARETTE,

performance in time from a temporary

no further act!

At the beginning of each payroll week, obtain a new time card from your Bunny Mother. Fill in your name (last name first), your payroll number and the week-ending date. You must obtain a new card from your Bunny Mother each week, even if your first working day is mid-week or on the

in as you report to your assigned Room Director on duty. Begin in the first "IN" field until the end of your

As soon as you report to your assigned room, give your time card to Room Director on duty. He will then record the time your shift begins in the first "IN" box in that day's column and retain the card until the end of your shift.

At the end of your shift, the Room Director will record the time you leave the floor in the second "OUT" box in that day's column and extend the total time worked that day into the "HOURS WORKED" box. You will initial the blank box directly beneath the second "OUT" box in that day's column to indicate that you have checked all entries and they are correct. When you leave the floor, give your time card to the Room Director and he will see that it is returned to the Bunny Mother's office.

All "break" times must be recorded on your time card. The Room Director will enter the break time, using the first "OUT" box and the second "IN" box to record these hours.

APPEARANCE AND GROOMING

Your public and Playboy expect you to be a beautiful, well-groomed young lady who projects warmth and graciousness at all times. Therefore, you will always want to look your best and be the perfect personification of "Bunny Image". "Bunny Image" is so essential in your role that failure to meet and maintain the standards of this Image can result in dismissal.

upon your Bunny Mother for help and suggestions

Each Bunny is supplied with two (2) costumes and matching ears, collar and cuffs, bow tie, Playboy cufflinks, Bunny tail, nameplate rosette flashlight and a Playboy lighter. If she loses the accessories originally issued to her, she is responsible for purchasing replacements. A Bunny purchases her own regulation hose, bikini panties and shoes

Bunnies are responsible for seeing to it that they are costumed and groomed when on duty. It is up to each that a situation never occurs when she does not have fitting costume including matching ears and shoes, cottontail, immaculate cuffs and collar, proper hose garments, Playboy cuff links, nameplate and bow tie.

It is your responsibility to see that your hair always looks neat, clean

and attractive when you are on duty. Be alert to new hair-styling trends to avoid extremes and tastelessly elaborate arrangements. Wigs and hairpieces can be a Bunny's best friend. The Bunny Mother will be happy to advise you on hair styling that will enhance your personality and

Laundry and Clogs! "" Ij

The proper use of makeup is an invaluable aid in Bunny beauty. Your Bunny Mother or the Club's cosmetic Bunny can help you to learn the latest makeup techniques and adapt them for your particular needs.

Keep in mind that our dimly lit rooms require evening, glamour makeup for maximum flattery. Skillful eye makeup includes the use of shadow, liner and false lashes; lipstick must be bright, vivid and highlighted by lip-gloss to avoid a "washed-out" look. See page 9 for makeup for photographic shootings.

Personal Hygiene

Good grooming starts with a daily bath and good deodorant. Regular use of body lotion will keep your skin soft and pretty. Special attention must be given to your hands and nails; make sure that they are always clean and well manicured. However, wash hands thoroughly after applying perfume, lotion or hair spray. These preparations impart an odor that clings to glasses and produces an undesirable flavor to cocktails.

Helpful Hints for Bui

Hose should be rinsed in cold water and refrigerated before wearing for extra service.

To relieve tired feet, soak them in a solution of epsom salt and warm water for one half hour, then elevate feet. Massage your legs w'ith an upward motion from ankles to thighs.

Try rolling your feet over an empty coke bottle.

Arch your back during costume fitting for best possible fit.

SUPERVISORY PERSONNEL

General Manager : He's head man of your hutch and all arei of Club operation and activity are under his supervision.

mny Mother : She'll hire and train you, coordinate your "1 supervise your work. Her position is similar to college advisor and you will find her a valuable

Room Di rector : He's responsible for the smooth operation of the room to which he's assigned. All personnel (including Bunnies) working in that room are under his direct supervision during their assigned hours on that level. Room Directors have complete authority to assign and reassign Bunnies as necessary.

cheerful, cooperati

Id address male superv iccept i

Y OUR CO-WORKERS

initial appointment with the seamstress will be arranged for you

ie Bunny Mather. You will soon be issued two new costumes. You responsible for keeping all appointments with the seamstress that scheduled for you and punctuality fs mantlatQFj because of her busy

It's tress

A wardrobe mistress is regularly on duty. Please see that the wardrobe mistress is aware of any necessary repairs needed for your costume (snaps replaced, seams repaired, etc.) and that you relay to her instructions given to you by any supervisory personnel regarding your costume. If your costumes are in need of work that cannot be done by the wardrobe mistress, notify the Bunny Mother. The wardrobe mistress has a supply of cotton tails and will replace any that are becoming

she properly marks any pin It is your responsibility Certain items which you

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: that all of these things are done.

quire are stocked by the wardrobe

t. Prices for these items are listed

lpful in the effi

