

## **Lesson Policies and Procedures**

### **Know Your Musical Goals**

Please be ready to answer the following questions. I can use your musical goals and interests to develop a personalized lesson plan for you. Students are encouraged to bring specific music they choose to focus on.

- 1) What attracts you to this instrument?
- 2) Are there specific songs or styles that you'd like to learn to play? If so, please list them.
- 3) Are there specific artists who inspire you?

### **Lesson Structure**

Lessons are structured with a balance of technique exercises, ear training, theory, improvising, and learning songs. If there is one area that you want to focus on more than others I am more than happy to do that!

### **Online Lessons**

Lessons are given over Skype or Zoom. I prefer Skype because it is easier to use and record the lesson and it keeps a running chat dialogue in which all of the assignments, materials, and video recordings of the lessons are kept. If you are doing music production lessons using a DAW we can discuss other useful tools to use for audio sharing in the lessons.

### **Lesson Materials**

I will provide you with all of the materials for the lessons and give you an assignment at the end of each lesson to practice for the following week. I will also occasionally provide you with internet links to audio tracks to practice to or improvise with. All you need to purchase is a binder to keep the materials in and 5 dividers for organizing the materials if you are doing in person lessons. If you are doing online lessons I recommend keeping a folder structure to keep the pdf materials provided in.

### **Recording Lessons**

Students are encouraged to bring audio or video-recording devices to their in person lessons. If doing online lessons, you can record the lesson through Skype or Zoom to review later.

### **Be Prepared**

Always bring your guitar and lesson materials binder with you to your lesson if doing in person lessons. Lessons are structured from the assignments in the lessons binder... if you don't have it with you I don't know where we left off in the last lesson.

### **Practice Commitment**

Plan a regular time for DAILY practice. Ideally, you should practice 6 days a week; 30 minutes a day to make the most out of your private lessons for beginners. 45-60 minutes a day for intermediate to advanced students.

**Please print and fill out the bottom of the following page and bring it to your first lesson**

# Lesson Policies

## Lesson Scheduling

Please pick a day/time that is best for you for the duration of lessons booked. Make-up lessons are available (please see cancellation policy). Rescheduling can be difficult as slots may be filled directly before and after the ones you have chosen.

## Punctuality

When a student is late the lesson will still need to end on time to maintain the schedule with other students. The student should also be considerate of those following and exit the lesson promptly.

## Payments

Payments may be made by cash, check, Venmo, or Zelle Quickpay (available through any major bank). Checks can be made to Hamrock Music. A fee of \$25 will be charged for any returned checks. Payment must be made for the entire month at the first lesson of the month to reserve the weekly lesson time. A 10% late fee is added to payments not made on time. Lesson fees are nontransferable.

## Cancellation Policies

24 hour cancellation policy: The full rate will be charged for all lessons cancelled with less than 24 hours notice prior to the scheduled time. Lessons that are cancelled before 24 hours are to be rescheduled for another time by the student. Please try to keep reschedules to a minimum. There are no refunds for missed or unused lessons.

## Lesson Termination Policy

When a student registers for lessons, I anticipate that this will be a long term relationship. However, if it is necessary to discontinue lessons, a FULL ONE (2) WEEK notice must be given so that I have the opportunity to find another student for that time slot.

SIGNING THIS DOCUMENT INDICATES YOU UNDERSTAND, ARE RESPONSIBLE FOR, AND ARE IN COOPERATION WITH THE POLICIES DESCRIBED ABOVE. LESSONS WILL NOT BE GIVEN UNTIL THE FORM IS RECEIVED.

I have read, understand and agree to the above policies/procedures:  
(Fill out the bottom and return it when you start lessons).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Your Name & Student's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_