

# *Vocal Arts Collective*

5460 White Oak Ave. Suite G307, Encino, CA 91316  
213-284-1527 [www.vocalartscollective.com](http://www.vocalartscollective.com) info@vocalartscollective.com

## *Philosophy*

Welcome to Vocal Arts Collective. As working musicians and lover of music we understand fully the contribution that the arts make to our lives. Music opens us, challenges us to think differently, impacts our culture and enriches our lives, every day. We believe that anyone, regardless of 'natural' ability, can perform with the proper training and guidance. Just as important as the notes themselves is the desire to learn and love of the process. Unlocking the passion for music is the first step to becoming a proficient vocalist. Through breathing techniques, proper placement, knowledge of theory and physical mechanics, lyric interpretation and a feeling of total safety- there are no mistakes! The channel is opened and the artist emerges.

As each student is different, so is each voice lesson. We take time to pinpoint the key elements that require development and strive to inspire each student to be his or her personal best. We lead by example: we are consistently working vocalists with years of professional experience in all aspects of the music industry. We hold ourselves to a very high standard of excellence and we expect the same dedication and love for the arts from our students.

As our services are consistently in demand, it is important to understand that there will be times when your instructor may be unavailable to teach because of a performance engagement or studio session. We will always give as much notice as possible when these occasions arise, so that we may reschedule at a time convenient for your schedule. It is important, as with any field of study, to be consistent, so that the skill set can accumulate and improvement can be made. We encourage all students to practice as much as possible, which should be fun! We provide backing tracks of all songs we develop so that it is easy to practice at home. Typically, we suggest students book one session per week, additional lessons if there is a pressing audition or upcoming performance.

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## *New Student Information Sheet*

*Please fill out and fax to 818-907-8525 or give to instructor at first lesson.*

**I, the student have read the Vocal Arts Collective policies and will conduct business in accordance to this policy sheet.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I, the parent/guardian (if student is under the age of 18) of the above mentioned student have read the Vocal Arts Collective policy sheet and will conduct business in accordance to this policy sheet.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CLIENT INFORMATION:**

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

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## *Rates*

Vocal Arts Collective rates are as follows:

One Hour in home voice lesson \$125

45 Minute in home lesson \$100

½ Hour in home lesson \$70

10% discount applies to monthly subscribers of hourly lessons ONLY

- **Lessons will not be given without a signed policy sheet.**
  - Fax to 818-907-8525 or hand to instructor at the beginning of the first lesson.
- **Cancellation/ Make Up Policy:**
  - Lessons must be cancelled or rescheduled 24 hours in advance otherwise lesson time will be charged/forfeited. This policy is in force, with the exceptions of extreme illness or emergency (to be assessed per situation).
  - If an instructor cancels (please expect this, as we are all in demand vocalists/actors) you have the option to schedule a make up lesson at a time convenient for both parties, or, in the case of monthly tuition students you can have the lesson amount credited to your next lesson.
- **Payment**
  - Monthly tuition is due on the first lesson of the month. There is a 10% discount given to hourly students who choose to exercise this option.
  - Payment can be made by cash or check made payable directly to the instructor.
  - If you choose to pay per lesson, payment is due at the beginning of the lesson. Understand that if you choose to pay as you go, your time slot is not guaranteed.
- **Lesson Rules (read carefully!)**
  - All of the instructors at Vocal Arts Collective expect that all students conduct themselves with maturity and respect for the service we are providing.
  - Please be on time for your lesson. You have reserved a block of time and we will honor your scheduled lesson time. If you are tardy, you forfeit that time and your lesson will end on schedule. If you are more than 15 minutes late for a lesson, our instructors are advised to leave and your lesson will be forfeit. If you are a monthly

subscriber you will forfeit that lesson, if you pay per lesson, you will be billed for the instructor's time and travel.

- It is recommended that you obtain the instructor's cell phone number in case of emergency, tardiness or need to reschedule.
- If parents choose to observe lessons, we encourage, but do not require it. Oftentimes, students find it easier to progress without being observed, but we respect whichever option is most comfortable for the student. If parents are observing, we respectfully request that you OBSERVE ONLY. Please respect our craft and allow us to teach without interjection. If there are questions or concerns, please address them several minutes prior to the end of the lesson so that our instructors may stay on schedule.
- **Cancellation of Study**
  - Please allow us the courtesy of canceling study with two weeks notice so that we may schedule another student in your time slot.
  - We reserve the right to cancel study with any student at any time for any reason.

By checking the box below you acknowledge that you understand the policies of this studio and agree to its terms.

\_\_\_\_\_  
Signature/ Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name/Signature

\_\_\_\_\_  
Date