

# HAMROCK MUSIC INSTRUCTION

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## 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 theory, technique exercises, ear training, 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!

### **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 an audio CD 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. Some books may be recommended as supplements to the materials for your lessons. You can also bring a CD or Mp3 player with music that you want to learn at your lesson.

### **Recording Lesson Material**

Students are encouraged to bring audio or video-recording devices. This is an extremely valuable way to review and reference lesson content. Additional arrangements may be made for recording lessons or assignments onto CD.

### **Be Prepared**

Always bring your guitar and lesson materials binder with you to your lesson. 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.

### Lesson 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 can be rescheduled for another time. There are no refunds for missed or unused lessons. Payments may be made by cash or check. Payments by check are made to Mark Hamrock. 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 non-transferable.

### 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 (1) 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: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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