

# *Catherine O'Rourke*

## Voice Studio Policies

### 2021



#### **Location:**

Studio Address: *(redacted online, please reach out personally)*

Studio Area: Shem Creek Area, Mount Pleasant, SC

Virtually Lessons offered as well.

#### **Attendance:**

Students are expected to be able to attend all scheduled lessons - either their permanent spot or a make-up lesson.

**If I notice a pattern of regularly cancelling lessons, I reserve the right to drop the student from the studio.**

#### **Payment:**

Current Pricing as of January 2019 for in-person or virtual lessons:

\$50/30 mins

\$75/hour

***Payment is accepted via Venmo, check, or cash each lesson.***

## **Make Ups:**

There will be times in the year where I will need to reschedule your lesson time. We will talk about it with plenty of advance notice. I will always try to be as flexible as possible with any scheduling issues you have as well.

## **Cancellations:**

*This studio abides by the 24 Hour Policy:*

Cancellation with at least 24 hours notice: **no payment** is expected  
Cancellation within 24 hours of your lesson time: **Payment is expected** with the exception of emergencies. Please respect my time and schedule.

**If we had agreed upon a lesson and you have forgotten, payment is expected.**

I always have students who are in need of a makeup slot. ***Please give another student an opportunity of a lesson by giving me advance notice of a lesson you plan to cancel.***

## **Sickness:**

When you are sick, please do your best to notify me in advance, even if you decide you are well enough to sing in your lesson the next day. The *24 Hour Policy* still applies in this case.

If you wake up sick the day of your lesson, or start a downward progression during the day of your lesson, please text or email me as soon as possible.

## Parents:

Parents are welcome to sit in for first lesson to meet with me, talk about the goals of lessons and scheduling, and see how the student and I will work. After this first lesson, parents are asked to please leave the student and I alone to work. Even though completely unintentional, having anyone else in the room creates an environment of self-awareness that is not conducive to effective progress.

## Preparation:

Please have the following available for your lessons:

- Blank music manuscript book (for exercises)
- Recording device (voice memos app on iPhone is great)
- Your music (3-hole punched and in a binder)
- Materials for sight reading work (if applicable)
- Pencil
- Water bottle

The student and I will come up with a practice agenda together depending on the goals we hope to achieve. Unfortunately, if you do not practice, your voice will not improve no matter how many lessons you take. Begin each practice session with the exercises we discuss, and then move on to preparing the repertoire for the next lesson. Any questions or concerns you come across over the week are to be written in your manuscript notebook and we can discuss them in your next lesson.

For those of you including theory/sight-singing in your lessons, I suggest further developing sight reading skills for a short time EACH day. Coming with questions to lessons is the best, most efficient way for us to figure out together how to further your progress each week. A little bit, but *daily*, goes a long way.

## Repertoire:

We will work on a variety of music throughout the year. I welcome your suggestions for repertoire, and together we will decide the appropriate pieces to work on. There's a LOT of music out there, let's try to find you pieces you LOVE to sing!

## Questions, comments, concerns?

I promise I will be as available as possible for anything you need. Don't hesitate to be in touch with ways I can further your study and artistic life :)

*Catherine O'Rourke*

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*Let's Get Singing!*

