

**Jace LeGarde Voice: Policies and Procedures**  
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**WELCOME/THINGS TO THINK ABOUT:**

I'm so happy to be collaborating with you! Singing can be such a vulnerable thing to do, and I look forward to getting to know you in this exciting and special way. A few things to think about:

- All lessons will take place at my home in Lincoln Park unless otherwise arranged.
- **I have two dogs that are very nice but highly energetic.**
  - I keep them outside during lessons, so you won't see them, but you may hear them bark a little. If this is an issue for allergies, fears, etc., I am willing to find a new location.
- While I primarily offer voice lessons, I am also happy to spend time with you on:
  - Monologue coaching
  - Acting
  - Music theory
  - Audition preparation
  - Repertoire searching

**STUDENT LEARNING OUTCOMES:**

- Develop healthy vocal technique and practice habits
- Acquire the skill to find your own repertoire
- Utilize acting skills and vocal technique to interpret a song
- Become a self-sufficient technical singer

**REQUIRED MATERIALS:**

- A three-ring binder for music
  - Tablets are permitted if you have the ability to take notes for yourself
- Sheet music
- Pencil
- Recording device

### SHEET MUSIC:

The student is generally responsible for tracking down sheet music. That said, I have a significant library of music that I am happy to share with you, so don't be afraid to ask before purchasing music. You are expected to come to your lesson with your music ready to go. If you find your own music, **please share sheet music with your instructor prior to your lesson**. The student will work with the instructor to decide which repertoire will be appropriate throughout the semester.

### LESSON SCHEDULING:

All lessons will be scheduled through my Calendly link, which you will receive once this contract is signed. You are able to sign up for lessons up to three months in advance. If you would like to have weekly lessons, you must sign up for each individual week.

### LESSON RATES:

Lesson rates are listed on Calendly and subject to change with a 30-day notice. Payment can be made with cash, check, or Venmo. Please talk to me if you have any concerns about payments and we can try and work something out.

### RECORDING YOUR LESSONS:

I will voice record each of my lessons. This is simply for my personal records and will not be used or heard by anyone. I request that you record your lessons as well. There are a few reasons for this:

- It's very helpful to go back and listen to the sounds you're making after a lesson is over. We don't hear every detail of ourselves singing in the moment because of the way sound resonates internally to our eardrums.
- It's always a good idea to go back and take notes of what we talked about. Sometimes I'll be throwing a LOT of information your way, and it is easy to forget some of it.
- The best and only way to consistently improve your singing is to get sensations into your muscle memory. This can only be done through mindful, frequent practicing. Singing along to your lessons after the fact is a great practice method!

### ATTENDANCE:

Anytime a student wishes to cancel a lesson, they must inform the instructor **at least 2 hours before** the scheduled lesson time. However, the earlier the notice, the better! I understand that unforeseen circumstances may arise, so please just keep an open dialogue with me. Failure to inform the instructor of an absence within the two hour notice will require payment in full.

*Promptness is necessary for growth!* Please ensure that you are on time and ready to sing at your scheduled time. The instructor reserves the right to cancel the lesson with no refund if a student is more than 5 minutes late for a lesson with no notice.

### BEFORE YOUR FIRST LESSON:

Please bring in one song that you love to sing and one song that you think could use some work. If you have sheet music, that's great! If not, don't stress about it. If you are brand new to singing and don't really have any songs at all, that's totally fine! Think about your favorite song in the world and we'll try that, otherwise we can sing something simple like Happy Birthday or The National Anthem.

Please ponder the following questions. No need to write them out, just be ready to discuss!

- What is singing? Describe the process of making sound from the moment you breathe in to the moment noise comes out of your mouth.
  - This is tricky - there is no right or wrong, so don't spend too much time on this!
- Who are some of your favorite artists to listen to?
  - What is it that draws you to them?
- If you could have anyone's singing voice in the world, who would it be?
- What are a few things you LOVE about your singing voice as it is today?
  - What are some parts that you'd like to improve?
- What are your goals/what do you hope to accomplish as a singer?
  - This can be anything from "I want to sound better when I sing in the shower" to "I want to be the next Beyonce".

RECITALS:

A recital is subject to be scheduled once a year *depending on student interest*. A small recital fee may be implemented to pay for space, equipment, accompanist, and time costs. Each student will be asked to perform one or two songs that they have been working on. Each student performing will receive one complimentary ticket, and all other tickets will need to be purchased at the venue.

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES:

By signing below, you acknowledge that you have read and agree to the policies and procedures outlined above. I am looking forward to working with you!

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Student's Name (Please Print)

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Signature of Student (Or Guardian If Under 18)

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Date

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Signature of Instructor

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Date