



Vocal Coach: Eric Richards • 801.654.3742

THE MIX TECHNIQUE: The Mix is the foundation on which hundreds of Grammy award winners, metropolitan opera winners, and countless Broadway stars and major motion picture and television personalities have built their careers. This is the technique David Archuleta studied locally in Salt Lake. This technique is a way of using your voice that allows you to sing freely and clearly anywhere in your range, with all of your words clearly understood. Since you are not learning what to sing, but rather how to sing, you can apply this technique to any type of music. Singing is a natural process. The technique I teach is very much about freeing the instrument, finding each singer's sound, and removing excess tensions we all carry that keep us from singing easily and at our best. The Mix even rehabilitates vocal damage resulting from years of misuse or poor teaching. I belong to several vocal organization including NATS, IVTOM, and Vocology in Practice to continually advance teaching methods and maintain current vocal science knowledge through resources like the National Center for Voice and Speech.

VOCAL TUITION: *All tuition is automatically billed monthly and is due by the 10th of each month for that month. If you have to miss your lesson slot for any reason, you must reschedule within 48 hours* of missed lesson otherwise, your missed lesson will be counted as a paid lesson. This allows time to use your spot as a makeup or single session for another client.*

Private Voice Session Rates: (billed at the beginning of each month for that month)

\$55	30-minute lesson
\$110	1-hour session

Audition and Performance Coaching:

\$110 / hour	Clients can book sessions in 30-minute blocks where available to work on an audition piece, prepare for a studio session, or block a stage performance.
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Artist Development Group Class: (scheduled depending on demand and season)

Free	For clients currently enrolled in regular voice lessons
\$15	For anyone not currently enrolled in regular voice lessons

PRIVATE LESSONS SCHEDULE:

Generally Monday – Thursday, 2-7pm • Friday, 2-5pm • Saturdays/Sundays for reservation only and occasional scheduled performance classes

GROUP ARTIST DEVELOPMENT SESSIONS SCHEDULE: *(On occasion I hold group performance classes that are FREE to my current students to give them a chance to work on audition techniques, artist development, and performance in front of peers. There is a \$15 charge for anyone who would like to attend that is not currently taking voice lessons. Various dates and times are announced throughout the year.)*

Please review the following policies and procedures and initial where indicated:

PAYMENT _____ **initial**

Tuition is due the first lesson of each month. The online system will automatically invoice you on the 1st of each month. There is a link on the invoice that allows you to pay online via credit card, debit, or Paypal. You can also log into your account and make payments at www.vocalstages.com. Please make checks payable to: Eric Richards. Cash is also accepted at lessons but not preferred. There will be a \$15 late charge for tuition not paid by the 10th of each month. Monthly tuition is a flat fee and will be calculated by the system at the beginning of each month to account for holidays and 5th weeks. If lessons are discontinued mid-month, no refunds will be given. There will be a \$25 fee charged for any returned tuition check marked NSF by the bank.

MAKE UPS* _____ **initial**

Tuition is a monthly flat fee and will not be adjusted for any reason (illness, no shows, appointments, homework, "I forgot," travel, etc.) It is the responsibility of the student to schedule make-ups based on instructor's availability and must be completed within the same month the lesson is missed. If a make-up time is not convenient, the lesson time will be forfeited and lessons will resume at the original scheduled time. Lack of preparation is never an excuse for missing lessons and all missed lessons are treated no differently than a ballet or karate class or a college course — if you miss, your tuition is not adjusted. If the teacher needs to cancel a lesson for any reason, a make up lesson will be offered.

LESSON MATERIALS _____ **initial**

RECORDING MEDIA: All students will be required to bring a standard SD card or Flash Drive that their lesson will be recorded onto. This requirement allows students to practice their exercises during the week and to listen to themselves improve their technique. Lessons can easily be transferred via USB into iTunes or other computer music reader software for student to load onto iPod or other media device (files record as MP files).

MUSIC MATERIALS: Students need to bring the music materials that they are working on (CD's, minus tracks, sheet music, etc.) to make lesson time as productive as possible. It is the responsibility of each student to discover the type of music they would like to sing and to find a music repertoire that works for them. Suggestions can be made as to the music genre a student might sing or recommendations can be made for specific music to perform for special occasions, but it is ultimately the responsibility of the student to select and bring music they can work on. YouTube offers many tracks that show lyrics and have instrumental versions of popular songs you may want to work on.

MUSIC RESOURCES: Plan on obtaining music materials on a regular basis, especially if there is a strong interest in performing or doing studio work. iTunes is a great online resource and Day Murray Music is a well-suited music store to obtain such materials. Also see the resources section of my site for online and other resources.

LATE ARRIVALS _____ **initial**

There is no excuse for being late to your lesson. Lessons typically remain right on schedule and when they are delayed slightly by the instructor, you will receive your allotted scheduled time. If you are late for any reason, your lesson will still end at your regularly scheduled time.

AUDITIONING _____ **initial**

If you have an audition coming up, please allow plenty of time to work on your piece in advance. Voice lessons are a great opportunity to allow you to polish your audition piece so you feel comfortable at tryouts. During your vocal lesson, we will not only work on technique but also style, poise, characterization, and other areas that might influence a better audition.

RECITALS & WORKSHOPS _____ **initial**

The studio typically has a late Spring and holiday recital to give students a chance to perform for friends and family to improve self confidence and performing skills.

HOLIDAYS _____ **initial**

Lessons will typically not be held on the following holidays: Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, and Thanksgiving. Also, no lessons will take place between Christmas Eve and New Year's Day. (Please refer to Studio Calendar of Events for other scheduling details).

COMMUNICATING WITH THE INSTRUCTOR _____ **initial**

All scheduling or payment conflicts need to be discussed with the teacher at **801.654.3742** or via email: **eric@vocalstages.com**. Please do not interrupt the teacher while he is teaching other students, or infringe on other student’s lesson times. Please be courteous to others in the studio at all times.

SIGNED:

_____	_____	_____	_____
Student’s Signature	Date	Parent/Guardian Signature (If student is under 18)	Date

Signatures indicate compliance with above voice lesson guidelines. Please return one copy at your next lesson and keep one copy for reference.

PLEASE FILL OUT ALL INFORMATION:

_____	_____		
Student	Parent		
_____	_____	_____	_____
Mailing Address	City	State	Zip
_____	_____	_____	
Student’s Email Address	Student’s Home Phone	Student Cell Phone	
_____	_____	_____	
(Parent) Email Address	(Parent) Cell Phone	Student’s Birthdate	