

# Upper Floor Studio

508 Madison Street  
Santa Clara, California  
95050

## Your UFS Experience & Keys to Success

Welcome to Upper Floor Studio! We are so happy that you are here! We have singers from ages 8 to 88 who all come from all over the country with unique backgrounds and different goals. From professional performers to karaoke rock stars from high school opera singers to Shakespearean performers... Each one is motivated to be a better artist and performer. Regardless of your reason for taking lessons at Upper Floor Studio, coming to lessons prepared helps speed along the learning process and allows us to continue moving forward with every lesson.

### Practicing

We require that students practice at least 4 times per week for 30 minutes.

### Materials

Every student should bring the following to every lesson:

- Black binder for your lesson (provided)
- Any materials that have been assigned (Concone, sieber, music theory homework, flashcards, diction drills, etc.)
- Kazoo and/or Straw (provided)
- Bottle of water (provided)
- Pencil (provided)
- Voice Lesson Students Only: Please purchase - Sightsinging: The Complete Method for Singers - Musicians Institute Essential
- An enthusiastic attitude!

More information about materials for success can be found online:  
[www.upperfloorstudio.com/materials-for-success](http://www.upperfloorstudio.com/materials-for-success)

### Studio Events

UFS offers regular events to enrich your artistic knowledge and experience. These events also promote a sense of community. We have such events as Vocal Competitions (NATS,) Themed Movie Nights, Recitals, Audition Preparation Workshops, and outings to concerts and performances. There may be an associated fee with these events.

**Recital participation is mandatory.**

# Attendance Policy & Fee Structure

## Initial Commitment

Our policy is to require an initial commitment of 8 weekly lessons.\* Learning to sing correctly often means retraining muscles and learning how to stand and breathe. This process may take some time, especially if you've never worked with a voice teacher. Sometimes students can get discouraged during this process which is why we ask you to stick it out for at least 8 lessons. You will see progress if you practice and attend lessons regularly!

\*Occasionally there are exceptions made for students seeking short term assistance with a specific project or audition.

## Lesson Fee

Private lessons are \$110 for a 55 minute session. (Other lesson rates may apply. Please contact your teacher if you have any questions.) Lessons are weekly and payment is due on the day of the lesson. If a payment is late, the lesson charge will include a \$10 late fee. Venmo is preferred but acceptable methods of payment are cash and check. Returned checks will require immediate repayment of lessons plus any bank fees incurred.

## Additional Fees

We make a commitment to legally purchase sheet music and dramatic works as to support the artists that created the work. UFS will purchase individual copies of sheet music and monologues that are not already in our extensive library. As a result of this, there is a yearly materials fee of \$25 every September. Occasionally the teacher might recommend that the student should have a specific book in their home library. This is done on a case by case basis.

## Cancellations

If you receive a lesson reminder, it means you are on our calendar and we are expecting you at your lesson. Please note that lesson reminders go out 4 days in advance, giving the student ample time to respond before being financially responsible for the lesson. **There are no exceptions to the 24 hour cancellation policy including illness, work delays, traffic, car trouble, etc.** Lessons cancelled less than 24 hours prior to the scheduled lesson are counted as a regular lesson and the regular rate will be charged. Late arrival will result in an abbreviated lesson.

We do have students on our waiting list who are anxious to get a lesson. Please let us know as soon as possible about conflicts that you know in advance (weddings, shows, tech weeks, etc.) so the studio can give those times away.

If the teacher is notified 24+ hours prior to the scheduled lesson, the student can opt to skip the lesson or find a time to reschedule. If a student misses over 4 lessons in a six month period, the studio may need to reevaluate that lesson time assignment. Please list your lesson time as a conflict on your conflict calendar for productions.

## Authorization and Consent Form

This form will confirm that I have voluntarily agreed to allow the participant to attend lessons and classes at Upper Floor Studio. I acknowledge that in allowing the participant to join in this activity, I do so freely, and I assume for myself all the risks of personal injury or property damage, which the participant may suffer, incur, or cause. I hereby agree to hold Upper Floor Studio and its respective partners, officers, agents, and employees free and harmless of and from loss, liability, damage, cost, or attorney fees incurred by the participant or caused by the participant's association in this activity.

I further certify that the participant's involvement has been granted by their parent or guardian by their signature below, or that the participant is at least 18 years of age.

This Authorization and Consent may be presented to the appropriate medical/dental staff/personnel at such time as emergency medical care, dental care or hospitalization is required. I hereby release and discharge Upper Floor Studio from any and all claims of any nature whatsoever, which may arise out of the decision to provide emergency medical care, dental care or hospitalization during this event.

I grant to Upper Floor Studio, its representatives and employees, the right to take photographs, video recordings, and/or audio recordings of the participant in connection with Upper Floor Studio. I authorize Upper Floor Studio, its assignees and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Upper Floor Studio may use such photographs, video recordings, and/or audio recordings of the participant with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

"I've got a dream too. But it's about singing and dancing and making people happy.  
That's the kind of dream that gets better the more people you share it with.  
And well, I've found a whole bunch of friends who have the same dream.  
And it kind of makes us like a family." ~Kermit the Frog

Welcome to the Upper Floor Studio Family

All Done!

We look forward to working with you at UFS. Your signature below indicates that you have read and agree to the terms outlined above. Please bring a signed copy (all three pages) at the time of your lesson. Please keep a copy for your records.

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Student Name (Signed)

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Date

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Parent or Financially Responsible Party (Signed)

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Date