

Matthew Gwinup  
Performance • Private Lessons  
Special Events & Weddings

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## Music Studio Policy

Welcome to the music studio of Matthew Gwinup. The following policy is provided so students will know what is expected of them during their lessons, as well as what they can expect from the instructor/studio. Important information such as materials needed, lesson times, payment and cancellation policies, and studio etiquette are outlined. I hope that you as a student will approach your new musical journey with both enthusiasm and dedication. Learning to play a musical instrument is like anything in life; you only get out of it what you put into it. If you put in the time and effort then, in the end, you will have a new skill that you will cherish for the rest of your life.

### Location/Hours of Operation:

The Mathew Gwinup Music Studio is located at 20591 Dorchester E., in Southeast Bend. Please park in the cul-de-sac if possible. The studio is above Blue Spruce Pottery Studio. Use the gate to the right of the garage to reach the pottery/music studio, and when entering, please be respectful of the artisans working there. Once inside, go to the top of the stairs. Come on up and let the music begin!

Studio hours: Private lessons are available in one hour increments by appointment. Please call 541-815-5093 to schedule a lesson or e-mail [gwinupm@gmail.com](mailto:gwinupm@gmail.com).

### Materials Needed:

All students need to provide their own instrument (guitar, banjo, bass, ukulele, etc), a tuner, a 3 ring binder with lined paper for lesson notes, a metronome and a good attitude.

### Lesson Format/Content:

Lessons are scheduled for the same time and day each week, in one hour slots. Lessons are tailored to the student to a certain degree, and many different styles of music are encouraged in my studio. Having said that, in an effort to increase knowledge and skill, many tried and true skills will also be emphasized, including; how to read music (and to a lesser degree how to write music), ear training, rhythmic practices, classical techniques and exercises, scales and arpeggios, etc. With these skills and the ability to read music, a whole world of music is readily accessible. Part of what I teach is how you can learn on your own, working up to the day when you no longer need a teacher.

### Daily Practice:

It is highly, highly recommended that you practice as advised. It is the most important thing you can do every day to increase your musical skill. No practice, no progress.

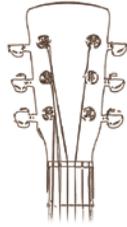
*“Failure to prepare is preparing to fail.” -UCLA Coach “Do or do not, there is no try.” - Yoda*

Recommended daily practice times are outlined below, with durations determined by student skill level.

Beginner: 20-40 mins

Intermediate: 30-60 mins

Advanced: 60+ min



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Payment Policy:

Only cash or checks are accepted. If lessons are started in the middle of a month simply pay for the remainder of the month, and then begin to pay regularly the following month. Lessons are offered in one hour time slots only, please call or e-mail Matt for current hourly rates. The hourly rate is subject to change. One month notice will be given if there is a change in fee.

Cancellation/Reschedule:

At least 24 hour notice is required for cancellation of a lesson. If less than 24 hours notice is given, the lesson time must still be paid for. Please call the studio if it is within the 24 hour period, particularly in the case of an illness. Both the instructor and the student may cancel lessons at any time for any reason and a full refund will be issued for any unattended lessons already paid for. Students will be informed in advance if the instructor's performances and events will interfere with scheduled lessons.

If you need to cancel a lesson and call 24hrs prior to your lesson, there are two options available:

- 1.) Reschedule the lesson in an open time the same week.
- 2.) Pass that week over with the same amount of lessons remaining and continue on the following week.

Waiting list procedure: If no lesson times are available, the waiting list is on a first come, first served basis. You will be notified as soon as your desired lesson time becomes available.

Contact Information:

Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Entire Agreement:

I, the student and/or Parent/Guardian do hereby state that I have read the above statements and rules, as laid out in the Matthew Gwinup Music Studio Policy, and I agree to abide by them:

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_