

# Matthew Gwinup

## Music Studio Policy

### 2021-2022

Welcome to the music studio of Matthew Gwinup. This document includes Important information such as materials needed, lesson times, lesson prices, cancellation policies, and studio etiquette. I hope that my students will approach their musical journey with both enthusiasm and dedication.

#### **Contact information**

You can contact the studio by phone, text or email. The best way to get through to me quickly and get a fast response is to call or text.

- Phone/Text: 541-815-5093
- Email: [gwinupm@gmail.com](mailto:gwinupm@gmail.com)

I will also be in the studio for limited hours on Monday and Thursday (no lessons available.) I will always try to be prompt in my communication, but if you email or call Friday-Sunday please understand this outside of my regular studio hours.

#### **Studio Hours**

Private lessons are available between 2-6pm on Tuesdays and Wednesdays. Lessons are available September through July, and the studio is closed for the entire month of August.

#### **Studio Location**

The Matthew Gwinup Music Studio is located at 20591 Dorchester E, Bend, OR, 97702, in a residential neighborhood on the south side of Bend. Please park in the cul-de-sac or one of the two parking spaces at the top of the driveway.

The studio is behind the main residence, situated on the second floor above Blue Spruce Pottery. Enter through the gate to the right of the garage and you will see the studio building. When entering the studio please be respectful of the ceramic artisans working there. Once inside go to the top of the stairs, come in and let the music begin!

#### **Scheduling and Rates**

Matthew Gwinup Music Studio offers creative and positive private instruction on the basis of 4 lessons per month during the months of September through May. Students will pay for 4 lessons each month regardless of holidays and vacations. If there is a month with 5 weeks the student will still pay for 4 lessons. In this way the cost of lessons is evened out over consistent attendance.

- If lessons start in the middle of a month, the students will pay for the remainder of the month, then start to pay regularly the following month.

Lessons are available in 45 and 60 minute time slots. Students will attend a lesson each week at the same day/time. *45 minutes lessons are recommended for beginners/kids under 10 and 60 minute lessons are ideal for more advanced students and adults.*

There will be a summer session during the months of June and July where students can pay on a lesson by lesson basis. Pricing per lesson may vary from the school year price. During the entirety of the summer session students must take at least 5 lessons in order to save their preferred lesson time in the fall.

Group lessons for 2-4 students are also available on a case by case basis. Group lessons must be at least 60 minutes long.

The lesson schedule is determined between the student and the instructor and is confirmed and purchased during the last week of the previous month. There is no duration commitment when signing up, but I highly recommend that new students plan on at least a 2-3 month commitment. That is the minimum of time needed to connect with a student and make a lasting impact.

All rates below are subject to change. At least one month's notice will be given if there is a change in fee.

#### **Solo lessons:**

**45 minute lessons:** \$55 each X 4 = **\$220 per month**

**60 minute lessons:** \$65 each X 4 = **\$260 per month**

#### **Group Lessons (at least 2 students up to max of 4 students)**

**60 minute group lesson** \$45 per student X 4 = \$180 per student per month

**75 minute group lesson:** \$55 per student X 4 = \$220 per student per month

#### **Payment options**

The Music Studio accepts cash, check, debit/credit cards, or online payment via PayPal. Please make checks payable to Matt or Matthew Gwinup. If you choose to use a credit card you will be charged a 3% processing fee. If using PayPal, send payment to [gwinupm@gmail.com](mailto:gwinupm@gmail.com)

#### **Waiting list**

If no lesson time is available at the time you inquire, the waiting list is on a first come, first served basis. You will be notified as soon as a space becomes available and your name is next on the list.

### **Cancellation Policy**

All monthly invoices are final sales and no refunds will be provided.

Students may cancel a lesson at any time for any reason including sickness, vacation, etc. The music studio still invoices for a full month regardless of absences either planned or unplanned. I do not offer make-up lessons due to illness, vacation, etc.

If the instructor cancels a lesson, a make-up lesson may be available depending on the instructor's schedule.

Lesson rollover to the next month is not permitted.

### **Materials**

All students must provide their own instrument (guitar, piano, ukulele, mandolin, bass), and the relevant accessories such as picks, replacement strings, etc. In the case of the piano, students need an instrument at home to practice on, there will be a piano provided in the studio.

Other materials:

- A three-ring binder for practice handouts and other lesson materials
- A metronome to practice at home; metronomes can also be found as apps on tablets or smartphones.
- An electric clip-on guitar tuner or tuning app on a smartphone is highly recommended for guitar, mandolin, bass and ukulele students.

### **Lesson Format/Content**

Lessons are tailored to each student and many different musical styles and genres are encouraged in the music studio. We learn traditional musician skills in the studio: how to read music, how to write music, exercises and scales, ear training, rhythmic practices, and how to read tablature for fretted instruments.

My method focuses on building good fundamental skills that will support a long term musical journey as well as playing fun and inspirational music that we choose together. I am open to all styles and genres of music in the studio and can teach everything from classical, jazz, rock, pop, etc. The key to long term skill growth and overall satisfaction is to find what inspires you to play your instrument every day.

### **Daily Practice**

It is highly recommended that you practice every day at home. It is the most important thing you can do to increase your musical skill. No practice, no progress. A small amount of practice each day is more effective than an hour of practice a few times a week.

*"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. The main thing about home practice is consistency, not duration, so start doing whatever you can each day and build from there.

**Beginner: 15- 20**

**Intermediate: 20-60 minutes**

**Advanced: 60+ minutes**

### **Recitals**

The studio will offer multiple recital opportunities per year. There is nothing better for an aspiring musician of any age than to have the chance to share their music with others. I highly encourage all my students to take part in these recitals regardless of their age or skill level, but it is not required. Performance is a great motivator for daily practice at home. Recitals will be held at the studio, or online. Other performance opportunities will be offered as they arise. I highly encourage all students to challenge themselves and take part in these recitals.

### **Additional Info**

You can find me online at: [www.matthewgwinup.com](http://www.matthewgwinup.com)

I have an active YouTube channel that is full of my solo guitar performances and educational videos. If we are working on something and you think having a video to watch at home will help I am happy to make one for you. YouTube URL:

[https://www.youtube.com/channel/UCI7ZeffUQPqSbcRKmtt\\_eVw](https://www.youtube.com/channel/UCI7ZeffUQPqSbcRKmtt_eVw)

### **Student 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: \_\_\_\_\_ :