

STUDIO GUIDELINES

Martorano's Low-Brass Studio, 2024-2025

*This two-page document outlines the general procedures and expectations for lessons.
Please read both sides and return them signed by students & guardians. Thanks!*

For Student

I. Working Toward Excellence

1. Daily Practice
 - a. Becoming a good musician requires regular focused practice.
 - b. For this reason, students are expected to **work on lesson assignments daily**.
 - i. Students will use a practice log to help them track their own progress.
 - ii. Focused practice techniques will be discussed in lessons.
2. Achieving Goals
 - a. Each good musician has their own set of unique and personalized goals.
 - b. For this reason, students will work with Dr. Martorano to **create short/long-term goals**.
 - i. Students will write their goal(s) on the top of their practice logs.
 - ii. Short-term goals focus on the week. Long-term focus on the semester/year.

II. Maximizing your Lesson Time

3. Be Punctual
 - a. A good musician will spend time on a variety of topics in their lessons (warm-up, scales, etudes/solos).
 - b. For this reason, students should show up on **time/early to our weekly lesson**.
 - i. You can find our lesson times on the studio calendar at www.martoranolowbrassstudio.com
4. Be Prepared
 - a. A good musician is always ready to perform!
 - b. For this reason, students should bring all required material to lessons, such as:
 - i. Their instrument & mouthpiece
 - ii. Lessons folder & assigned music
 - iii. Metronome/tuner (or an equivalent smartphone app)
 - iv. Pencil (or an equivalent note-taking device)
5. Be Creative
 - a. Students are encouraged to take a more active role in their musical education.
 - i. Students are welcome to bring in / suggest different music for solo study.
 - ii. Students are welcome to form small chamber ensembles (ask Dr. Martorano for music).

III. Maintain Your Instrument

6. Cleaning and Oiling Brass
 - a. Brass instruments require regular special oil to function properly.
 - b. For this reason, students should **regularly use valve oil and slide grease on their horn**.
 - i. Valve oil should be used at least once a week; Slide grease should at least once a month.
 - ii. Dr. Martorano will provide recommendations and guidance in this process.

Guardian Guidelines

I. Scheduling Lessons

1. Signing Up
 - a. Sign-ups are first-come, first-serve and Dr. Martorano will work hard to accommodate every schedule.
 - b. To sign up, please send an email to Guy.Martorano@gmail.com, including:
 - i. Preferred lesson time (before/during /after school).
 - ii. Preferred lesson duration (20-60 min, depending on age/skill level).
 - c. A "Lesson Confirmation Email" will be sent upon successful scheduling.

2. Cancellations and Rescheduling Procedures

- a. If a lesson needs to be canceled/rescheduled, please do so 24 hours in advance.
- b. Cancellations:
 - i. To cancel a lesson, please send an email to Guy.Martorano@gmail.com.
- c. Rescheduling a lesson:
 - i. In-person lessons are preferable for rescheduled lessons, but online lessons are available.
 - ii. To reschedule a lesson, please send an email to Guy.Martorano@gmail.com.
 1. Dr Martorano will work with each individual to help find a mutually available time.

II. Encouraging Excellence

As the old saying goes, “It takes a village to raise a child”. I will work with them one-on-one in weekly lessons; Their band directors will work with them daily in class. You can help your child achieve their very best by encouraging excellent performance. You know them best: their personality, their likes/dislikes, their habits. Encouraging excellence will look different from person to person. A couple of suggestions: help them set aside practice time or maybe even have them perform for the family. The sky is the limit!!!

III. Lesson Invoices and Payments

3. Lesson Rates

- a. Lessons are rated at \$60.00 per hour and proportionally valued:
 - i. Example: 20 min lesson is \$20.00

4. Monthly Invoice

- a. Invoices are sent end of each month and are due at the end of the next month:
 - i. Example: Month of Lessons – May Invoice Sent – May 31st Date Due – June 30th

5. Payment Methods

- a. The most convenient way to pay is online through PayPal, Venmo, Cash App, or Zelle.
 - i. Links to each can be found at the bottom of our invoices.
- b. Payments can also be made via personal check or cash.
 - i. If paying by check, please specify the month/student’s name in the memo.
 - ii. If paying by cash, please put it in a sealed envelope with the month/student’s name on the front.
- c. **Late payments will result in a \$25.00 late fee added to the following invoice.**
 - i. After two months of unpaid lessons, lessons will halt until payment has been made in full.

Once you have read and signed this form, please return it to Dr Martorano either in person or via email.

Parent(s) Signature

Student Signature

Date