

# 2016/2017 Student & Family Handbook

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Connecting our Community note by note since 1976

## Contact Information

**NSM Address:** 25 Lowell Street, Cambridge, MA 02138

**Phone:** (617) 492-8105

**Website:** [www.newschoolofmusic.org](http://www.newschoolofmusic.org)

**Office Hours:** Monday-Friday, 9am-5pm; Fall and Spring Terms: Saturday 9am-1pm

Seth Grondin  
Executive Director  
[director@newschoolofmusic.org](mailto:director@newschoolofmusic.org)

Kristine Kirby  
Registrar  
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The New School of Music's mission is to foster a love and understanding of music throughout our community. In fulfillment of that mission, we

- Provide outstanding music education to students of all ages with a wide range of musical interests, levels of achievement, and financial means;
- Share our music with the public through performances and community events; and
- Promote a broadening musical engagement by extending ourselves into the community

Dear New School of Music Families,

For both new and returning families, welcome and thank you for being part of the New School of Music community. We are excited to have you in our community for our 40<sup>th</sup> Anniversary year!

Our teaching faculty and administrative staff are here to support you, our families and students of NSM. We strive to make music a part of your life and would like to help you in any way possible. Should you have questions about the next step in your musical education, where to go for a great concert or need help finding a particular piece of music – just ask! All teachers and staff at NSM would be more than happy to help.

As NSM, your community music school, was founded to make music accessible to all, we invite you to take full advantage of all NSM has to offer. All students and families are welcome to join us for NSM's monthly school-wide student recitals, our faculty & guest artist concerts – this year highlighted by our 40<sup>th</sup> Anniversary Guest Artist Concert Series – and a host of special events throughout the year including our annual Family Music Festival in June.

By enrolling at the New School of Music, you already know what a special place it is. However, in addition to our talented teachers who provide great programming, none of it would be possible without you – thank you. It is with your support that NSM can continue with its mission to grow and foster a love of music in our community. If you are interested in volunteering to support NSM, your community music school, we would welcome the offer. Opportunities include service days to keep our school safe and clean, event staff for concerts, administrative help in marketing; the opportunities are endless – if you would like to help in any capacity please let us know as we would be happy to have you.

Again, thank you for being part of our community at the New School of Music and I look forward to seeing (and hearing!) you around the school.

Sincerely,

Seth Grondin  
Executive Director  
New School of Music

### **NSM History**

The New School of Music was founded in 1976 by composer, conductor, and musician, Nicholas Van Slyck with a mission to provide a community music school for students of all ages, levels of training and financial means. Our audience includes children, youth and adults, starting with students as young as infants. We serve over 500 music learners of all skill levels and experience in private lessons and group classes each year from within the Cambridge and greater Boston area.

True to our founding vision, The New School of Music maintains a focus on our original purpose of Music for All with affordable programs in a non-competitive, student centered learning environment. The New School of Music's teachers are active professionals with expertise in music education in addition to performing regularly throughout the region and abroad on stages big and small.

## Table of Contents

|  |    |
|--|----|
| NSM Administrative Contacts .....                      | 3  |
| Email Communication – Monthly Email.....               | 3  |
| 2015-2016 School Calendars .....                       | 3  |
| NSM Vacation Days for Fall 2015 & Spring 2016 .....    | 4  |
| Weather Cancellations .....                            | 4  |
| Attendance/Payment Policies .....                      | 4  |
| How to Register .....                                  | 5  |
| Makeup lessons and classes .....                       | 5  |
| Payment plans .....                                    | 5  |
| Scholarships .....                                     | 5  |
| Discounts .....  | 5  |
| Withdrawals and Refunds .....                          | 6  |
| Student Conduct/Responsibilities .....                 | 6  |
| Progress Report, opt-in .....                          | 6  |
| Studio Use .....                                       | 6  |
| Observation of Lessons .....                           | 7  |
| Security & Caregivers Policy .....                     | 7  |
| Monthly Student Recitals .....                         | 7  |
| NSM 2014/2015 School-wide Student Recital Dates.....   | 7  |
| How to Sign-up for a Student Recital .....             | 7  |
| Post-Recital Receptions.....                           | 7  |
| Tips for a successful recital!.....                    | 7  |
| Concert Etiquette (manners, that is!).....             | 8  |
| Concert & Events at NSM.....                           | 8  |
| Musical Connections .....                              | 8  |
| Faculty Concerts .....                                 | 8  |
| Concert Room & Studio Rentals .....                    | 8  |
| Parking .....  | 9  |
| Use of Photographs and Videos .....                    | 9  |
| Non-Discrimination Policy .....                        | 9  |
| Pets in the Building .....                             | 9  |
| Support NSM.....                                       | 9  |
| Other ways to give – Volunteer! .....                  | 9  |
| Sample of Student Progress Report Document .....       | 10 |
| Hard Copy of Monthly Student Recital Sign-up Form..... | 11 |

## NSM Administrative Contacts

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Executive Director

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(617) 492-8105

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**Office Hours:** Monday-Friday, 9am-5pm; Saturdays 9am-1pm during Fall and Spring terms

**Online Registration:** directly at <http://reg125.imperisoft.com/NewSchoolOfMusic/Search/Registration.aspx>  
you can also get to this site by visiting [www.newschoolofmusic.org](http://www.newschoolofmusic.org)

Any paperwork may be dropped off after hours in our lock box to the right of the office door.

### Email Communication – Monthly Email

NSM sends students and families a monthly email newsletter. You have the option of opting out of the newsletter, but please note that this is the primary way NSM communicates school-wide policies, dates, and information.

## 2015-2016 School Calendars

NSM's school calendar is broken up into two terms during the school year; the start and ends dates are listed below for private lessons. Summer lessons are flexible and can begin as soon as your spring lessons are finished, the exact number of lessons and the schedule is coordinated directly between you and the teacher.

### Fall 2016 Term Dates for Private Lessons:

Monday Lessons: Sept. 19 - January 23; 14 lessons

Tuesday Lessons: Sept. 13 - January 17; 17 lessons

Wednesday Lessons: Sept. 14 - January 18; 16 lessons

Thursday Lessons: Sept. 15 - January 19; 17 lessons

Friday Lessons: Sept. 16 - January 20; 16 lessons

Saturday Lessons: Sept. 16 - January 21; 16 lessons

### Spring 2017 Term Dates for Private Lessons:

Monday Lessons: Feb. 6 - June 5; 15 lessons

Tuesday Lessons: Jan. 31 - June 6; 17 lessons

Wednesday Lessons: Feb. 1 - June 7; 17 lessons

Thursday Lessons: Feb. 2 - June 8; 17 lessons

Friday Lessons: Feb. 3 - June 9; 16 lessons

Saturday Lessons: Feb. 4 - June 10; 16 lessons

Group classes tend to meet for 15 classes per term. Please double check with your teacher, the NSM office, or the class description on-line if you need to confirm class meeting dates.

NSM's calendar can also be found online at <http://newschoolofmusic.org/registration/important-dates/>

### **NSM Vacation Days for Fall 2016 & Spring 2017**

**NSM will be closed on the following holidays. No Classes, Ensembles, Choirs or Private Lessons will be held the following days:**

#### **NSM Vacation Days for Fall 2016:**

No lessons on the following dates unless you directly arrange with your teacher.

Wednesday, September 12<sup>th</sup>: Eid al-Adha

Monday, October 3<sup>rd</sup>: Rosh Hashanah

Monday, October 10<sup>th</sup>: Indigenous Peoples' Day

Wednesday, October 12<sup>th</sup>: Yom Kippur

Friday, November 11<sup>th</sup>: Veterans' Day

Tuesday, November 22<sup>nd</sup> – Sunday, Nov. 27<sup>th</sup>: Thanksgiving Vacation

Saturday, December 24<sup>th</sup> – Monday, January 2<sup>nd</sup>: Winter Vacation

Monday, January 16<sup>th</sup>: Martin Luther King Day

#### **NSM Vacation Days for Spring 2017:**

No lessons on the following dates unless you directly arrange with your teacher.

Monday, February 20<sup>th</sup> – Sunday, Feb. 26<sup>th</sup>: February Vacation Week

Friday, April 14<sup>th</sup>: Good Friday

Monday, April 17<sup>th</sup> – Sunday, April 23<sup>rd</sup>: April Vacation Week

Saturday, May 27<sup>th</sup> – Monday, May 29<sup>th</sup>: Memorial Day Weekend

### **Weather Cancellations**

All delays or closures to due to inclement weather will be posted online at [www.newschoolofmusic.org](http://www.newschoolofmusic.org) and on our Facebook page; or you can call the NSM office at 617-492-8105. *NSM does not make individual calls to students* if and when NSM is closed; please call or check the website to confirm NSM winter weather closures. Lessons cancelled due to weather will be made up.

Instructors reserve the right to make an individual decision to cancel lessons or classes due to bad weather; should they do so, they will contact students/families directly; private lessons will be made up.

### **Attendance/Payment Policies**

Registration is considered complete when payment in-full plus the registration fee has been received by the NSM office. Only completed registrations qualify to start lessons and/or classes at NSM. Attending classes or informing instructors of the intent to register does not constitute registering for courses.

All purchased lessons must be used by the end of the term. No credits or refunds will be provided after the term ends.

All lessons and classes take place within the NSM building; there is no NSM teaching in private homes.

NSM does not invoice, but we do send out emails and post signs around the building to help students and families remember when a new semester is about to begin; you can always check in with the office if you have questions about start dates and payments.

## How to Register

- 1) Online at <http://newschoolofmusic.org/registrationpolicies.html>
- 2) Stop by the office during our office hours, Monday-Friday, 9am-5pm and Saturday 9am-1pm, to pay in person
  - a. If you come by after hours, please leave payment in the locked drop-box located just outside the office doors; do not leave payment unattended on the front desk.
- 3) Call NSM at 617-492-8105, Monday-Friday, 9am-5pm or Saturday 9am-1pm to pay over the phone

## Makeup lessons and classes

**Private Lessons:** NSM instructors are happy to provide **one** makeup over the course of the term, provided that 12 hour notice was given either directly to the teacher or the NSM office. This is to ensure consistency in scheduling for our instructors, and that no outstanding lessons exist after the term ends; NSM cannot credit lessons from one term to the next, all lessons must take place within the term registered.

For students registering for anything less than a full-term package, there are no make-ups available unless approved by teacher before payment & start of lessons.

All teacher absences or weather cancellations will be made up within the term.

**Group Classes, Ensembles:** No make-ups for individual students who miss a group or ensemble class. In the event that a group class is cancelled by the teacher, we will add an additional makeup class at the end of the term.

## Payment plans

Payment for private lessons may be spread out over the course of the term with 4 monthly payments. In order to participate in a payment plan, families must:

- Sign the payment plan agreement,
- Pay \$20.00 payment plan fee (waived for Scholarship recipients)
- Commit to having a credit card on file with NSM. Payments will be charged to the CC on file on the 15<sup>th</sup> of the month.

## Scholarships

Scholarships are available to those who qualify based on financial need. Scholarships are awarded on a rolling basis, until all funds are disbursed. The application may be found online at <http://newschoolofmusic.org/registration/forms-policies/>. Please submit completed applications with all required documentation. Incomplete applications or applications without proper documentation will not be considered.

## Discounts

- Ensemble/Group Class Discount for Private Lesson Students: if you're registered as a private lesson student at NSM you will receive a 25% discount on an ensemble or group class registration (in same semester)
- Family Discount for Group Classes & Ensembles: 2+ students in the same family registering for a group class or ensemble (in one semester) will receive a 5% discount on 2nd registration
- Family Discount for Private Lessons: \$25 discount per family, per term if there are 3 or more private lesson enrollments
- Senior Discount: 10% discount per term for students ages 65+

## Withdrawals and Refunds

**Private Lessons:** Office must be notified by the 4th lesson of intent to withdraw, refund will be 80% of the unused tuition; no refunds after the 4th lesson of the term.

*Please keep in mind that we want you and your family to have a great experience studying music at NSM. If at any time you have any concerns, please do not hesitate to contact your teacher, or either the Executive Director or the Registrar.*

**Group Classes:** For planning purposes, and out of fairness to all involved, there are no refunds for group classes, ensembles, workshops/master classes or vacation programs.

**Cancellation of Classes and Ensembles by NSM:** Please note that NSM reserves the right to cancel any class or ensemble due to insufficient enrollment. In this case, refunds or credits will be applied to any existing registration.

## Student Conduct/Responsibilities

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

## Progress Report, opt-in

Private lesson students at NSM have an option to opt-in to receiving a progress report from their private lesson teacher at the end of each term. The purpose of the progress report is to provide an overview of the student's development and aid in communication with all parties involved in the student's success at NSM.

Please notify either your teacher or the NSM office by your second lesson if you would like to receive a progress report. For reference, you'll find a blank copy for the progress report at the end of this document.

## Studio Use

Help us keep NSM tidy! No food or drink is permitted in studios, with the exception of bottled water. Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the school.

**Please do not place any items other than sheet music on NSM pianos or keyboards.**

Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at NSM during your lesson. We ask that you give them the courtesy of being quiet while in the building.

Studios are reserved for NSM teachers and their enrolled NSM students. For students who are enrolled at NSM and need practice space, please contact the NSM office to reserve a time; space is available on a first-come, first-service basis and can only take place while an NSM staff or faculty member is in the building.

NSM space is also available for student recitals; please talk to your teacher for more information. To rent NSM space for meetings or special events, please speak to the Registrar or Executive Director for more information.

## Observation of Lessons

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe at least one lesson per term, and to follow up with private instructor following each lesson.

## Security & Caregivers Policy

NSM assumes no liability for students before or following a scheduled class or lesson. A parent or caregiver *must* accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

## Monthly Student Recitals

Monthly student recitals are free and open to the public. Students are strongly encouraged to perform in at least one student recital over the course of the year. Staff accompanists are available for a run-through just prior to the recital free of charge; additional rehearsal time with an accompanist is available for a fee.

## NSM 2014/2015 School-wide Student Recital Dates

- Thursday, October 27<sup>th</sup> at 6:30pm (Halloween Recital – feel free to come dressed in costume!)
- Tuesday, November 15<sup>th</sup> at 6:30pm
- Wednesday, December 14<sup>th</sup> at 6:30pm
- Thursday, February 16<sup>th</sup> at 6:30pm
- Wednesday, March 15<sup>th</sup> at 6:30pm
- **Perform-a-thon: NSM's annual Fundraiser!**
  - Sunday, April 9<sup>th</sup> in 45 minute slots taking place at 12pm, 1pm, 2pm, 3pm and 4pm.
- Tuesday, May 23<sup>rd</sup> at 6:30pm
- Saturday, June 12<sup>th</sup> at TBA as part of NSM's annual Family Music Festival in the park!

## How to Sign-up for a Student Recital

If you would like to join us for a student recital, confirm with your teacher, then either fill out a Recital Form located throughout the NSM building (and at the back of this handbook) or submit an [online form](#).

## Post-Recital Receptions

NSM is happy to provide space and plate ware for a post-recital reception. Receptions are pot-luck; each performer/family brings food items to share.

## Tips for a successful recital!

- Practice! Make sure you come well prepared; this will help ease nerves, too!
- Clothing! This is a special event! Please come dressed appropriately, along the lines of school 'Picture Day' clothing.
- The Performance! Smile at the audience when you get on the stage. When you have finished, smile again, take a bow, and walk (don't run) off stage.
- Remember, your teacher is here on a weekly basis to support you. If you have any questions, just ask.



### Concert Etiquette (manners, that is!)

- Do not speak or gesture to anyone during your or someone else's performance
- Congratulate each performance with enthusiastic applause
- Pay careful attention to the performances of others
- Stay for the entire performance; do not get up during a piece, or between movements.
- Accept congratulations with grace: there is no need to make excuses or berate yourself. A simple 'Thank you' is sufficient
- After the performance, show good sportsmanship by complimenting other performers

### Concert & Events at NSM

NSM is proud offer a number of special concerts and events throughout the year. Keep up to date on NSM events by checking out our calendar online at <http://newschoolofmusic.org/events-performance/>

### 40TH ANNIVERSARY CONCERT SERIES

To celebrate the 40th anniversary of NSM, we will be joined by special guests throughout the year giving concerts for our whole community. The guest performers for the entire series will be announced at our Faculty Concert and Open House on Sunday, September 18th.

Visit our website for tickets and additional information about the whole series!

<http://newschoolofmusic.org/events-performance/40th-anniversary-concert-series/>

### Musical Connections

After a successful first year, we are pleased to continue **Musical Connections**, a program connecting NSM's community of musicians and their families with distinguished guest artists and arts organizations.

Featured Community Partners:



Creative and engaging opportunities are scheduled throughout the year for NSM students and families, including workshops, open rehearsals, and much more! Stay tuned for event announcements including these upcoming fall events:

### Faculty Concerts

A great opportunity for you to see your teacher in action! At NSM we are lucky to have an outstanding faculty which not only does a great job teaching in the studio but also performs on a regular basis. Many faculty concerts at NSM are free so grab friend and join us for a concert! We hope that you join us, and do remember that at NSM, we welcome you – whether a seasoned concert goer or a first-timer.

### Concert Room & Studio Rentals

NSM's Concert Room and Studio space can be used for Concerts, Student Recitals, Meetings, Rehearsals/Practice, and Special Events! To find out more information please contact NSM at [info@newschoolofmusic.org](mailto:info@newschoolofmusic.org) or 617-492-8105.

## Parking

Free parking is available in the Lowell Park lot, to the left of the building. Overflow parking is available at Mt. Auburn Hospital and at meters on Mt. Auburn St., Monday through Saturday. On street parking for non-Cambridge residents is allowed on Sundays. **No parking in the fire lane.**

## Use of Photographs and Videos

NSM may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials. It is our policy not to include the names of children in any captions. If you would like us to not use any images of yourself or a family member, please let us know in writing or by email.

## Non-Discrimination Policy

The New School of Music admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff, or in the administration of its educational policies, admission policies, scholarship programs and other school-administered programs.

## Pets in the Building

For the safety and comfort for all members of the NSM community, pets are not allowed in the NSM building.

## Support NSM

With the help of donations from community members like you, we will continue to see arts engagement in our community thrive for many years to come. Your generosity allows us to:

- Offer need-based scholarships and community outreach programs for students who otherwise wouldn't be able to explore the wonders of music
- Upkeep NSM's pianos enabling every NSM student the opportunity to play and or be accompanied by a high quality instrument
- Cover our general operating expenses including the maintenance of our building, a historic 1883 wooden school house

The New School of Music is a non-profit 501(c) (3) organization. All donations are tax-deductible. =

## Other ways to give – Volunteer!

- **Volunteer Days for Special Events:**
  - *Saturday, October 29<sup>th</sup> – Halloween Open House, dress-up and host a studio*
  - *Concert Volunteer - set-up/clean-up and tickets for various concerts throughout the year.*
  - *Sunday, April 9<sup>th</sup> – we'll need items for our bake sale for the Perform-a-Thon*
  - *Family Music Festival, Sunday, June 11<sup>th</sup>, 2017 from 12-3pm. Volunteers will be needed to run games, for face paint and we'll also need items for the bake sale.*
- **Post Flyers and/or Distribute Catalogs in the Community**
- **Write a review on Yelp, Google and/or any other place you would like!** Your help is needed in spreading the word about NSM – thank you!

Student Progress Report Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Teacher: \_\_\_\_\_ Instrument/Voice: \_\_\_\_\_  
 Student Start Date:  Continuing from previous year ; \_\_\_\_\_ # of years of study  
 Fall Term  Mid-year, month: \_\_\_\_\_

|  | Scale     | N/A |
|--|-----------|-----|
| <b>AT THE LESSON</b>                               |           |     |
| Lesson attendance and punctuality                  | 5 4 3 2 1 |     |
| Enthusiasm for learning and improvement            | 5 4 3 2 1 |     |
| Concentration                                      | 5 4 3 2 1 |     |
| Lesson Preparation (has appropriate materials)     | 5 4 3 2 1 |     |
| <b>HOME PREPARATION</b>                            |           |     |
| Practice habits - constancy                        | 5 4 3 2 1 |     |
| Ability to execute instructions and tasks          | 5 4 3 2 1 |     |
| Practice habits - completed assignments            | 5 4 3 2 1 |     |
| <b>NOTE READING</b>                                |           |     |
| Understanding of Notes in New Assignments          | 5 4 3 2 1 |     |
| Understanding of Rhythms in New Assignments        | 5 4 3 2 1 |     |
| Understanding & Use of Dynamics in New Assignments | 5 4 3 2 1 |     |
| <b>TECHNIQUE</b>                                   |           |     |
| Understanding & Use of Performance Directions      | 5 4 3 2 1 |     |
| Understanding of Key Signatures                    | 5 4 3 2 1 |     |
| Tone Quality                                       | 5 4 3 2 1 |     |
| Posture Playing Position                           | 5 4 3 2 1 |     |
| Articulation                                       | 5 4 3 2 1 |     |
| Intonation   | 5 4 3 2 1 |     |
| Breath Support                                     | 5 4 3 2 1 |     |
| Knowledge of Scales                                | 5 4 3 2 1 |     |
| Ability to sing in Foreign Languages               | 5 4 3 2 1 |     |
| Diction  | 5 4 3 2 1 |     |
| <b>PERFORMANCE/MUSICIANSHIP</b>                    |           |     |
| Understanding of Different Musical Styles          | 5 4 3 2 1 |     |
| Effectiveness of Phrasing                          | 5 4 3 2 1 |     |
| Effectiveness of Dynamics                          | 5 4 3 2 1 |     |
| Imagination and Creativity of Expression           | 5 4 3 2 1 |     |

This student has made:  Excellent Progress  
 Very Good Progress  
 Satisfactory Progress  
 Unsatisfactory Progress

Teacher Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List of Performance Dates: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Musical Accomplishments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Repertoire List: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


Performed?

\_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

SAMPLE

### Sample of Student Progress Report Document

## Hard Copy of Monthly Student Recital Sign-up Form

 **NSM Monthly Student Recitals**  
**Sign-Up Form**

Recital Date: \_\_\_\_\_

**Sign-up for a Student Recital Today!**

**Here's how:**

1. Fill out this form
2. Return this form, and music if you'll need an accompanist, to the front desk or in the gray lock-box (outside the office doors), no later than three business days before the recital.
3. Practice!

My Name: \_\_\_\_\_

My teacher's name: \_\_\_\_\_

Contact Email Address, if musician is under 18, please list a parent or guardian's email: \_\_\_\_\_  
\_\_\_\_\_

I will perform:

1) Title: \_\_\_\_\_

Composer: \_\_\_\_\_

2) Title: \_\_\_\_\_

Composer: \_\_\_\_\_

Accompanist needed?

YES  No, my teacher will accompany me

Approximate length of performance: \_\_\_\_\_ minutes

I would prefer to perform in the: (please circle)

Beginning | Middle | End | No Preference