

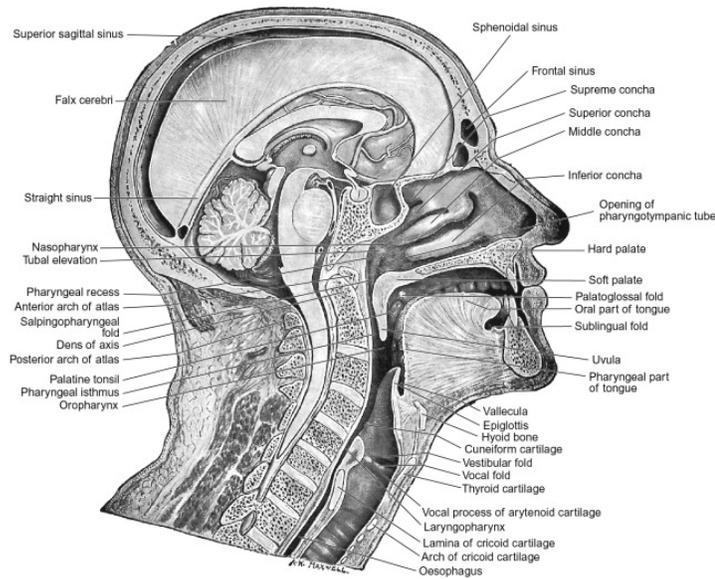
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Elliott Music



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Studio Handbook & Polices

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Welcome!

Thank you for choosing Elliott Music! My studio is all about you and my services are designed to help you discover your potential and reach your goals.

Much is considered when shopping for qualified professionals to join your team. I'm excited to be on board and hope that I'll exceed your expectations.

This handbook is designed to give you the information you'll need to make our work together efficient and successful. If you have additional questions, please don't hesitate to ask. In my studio there are NO stupid questions!

I look forward to being a part of TEAM YOU and to our journey of discovering your possibility. Let's get to work!

Cheers!
-Chas

What makes me, Chas Elliott, a qualified performing arts training professional? First, I have been where you are today. I've had my first piano lesson, my first voice lesson, my first audition, and my first opening night. I've had to face and control performance anxiety, and to live with the rejection that comes before success. At whatever level you are in your training or performing, I've been (and continue to be) in your shoes.

I've been blessed to study with great teachers and coaches who guided me towards my artistic success. I've also been lucky to serve as a studio pianist for many teachers, and I've observed many styles of teaching. After thirty-five years in the industry I've discovered what does and doesn't work for performing artists.

Out of the studio I've had the unique experience of working as a pianist, conductor, and performer and will give you skills to collaborate with and respond to your colleagues, including conductors and pianists.

My day jobs have included "ballet studio pianist" and my teaching is inspired by the integrity of Sallyann Maulcahy, Anna Paskevaska, and Gelsey Kirkland.

My clients represent many genres of music, theatre, and dance. In our work you'll receive knowledge, tools, and skills. Together we'll create your custom-made system, making you the best YOU possible.



ABOUT ELLIOTT MUSIC & CHAS ELLIOTT

A Montana native, I began my musical training at the piano and organ. By the age of twelve I was accompanying choral ensembles and church services and soon after theatrical productions and ballet classes. I received theatre arts training at Concordia College, Moorhead and Carroll College before relocating to San Francisco to work as a pianist for the San Francisco Ballet and Marin Ballet.

In San Francisco, and later Reno, I trained as a bass-baritone with Dolora Zajick and was a member of the Nevada Opera. My other singing teachers include Stephen Kalm in Missoula, MT, Monica Harte in NYC, and Amanda Halgrimson in Berlin, Germany.

I specializes in musical theatre arts with a foundation in classical technique and training, providing the solid technical skill and musicianship of the classical world combined with the freedom and communication tools of the theatre world.

At the piano, I'm an excellent sight-reader and have an extensive knowledge of the musical theatre, opera, art, song, and jazz standards repertoires.

Details of my performing arts career can be found at www.charles-elliott.com

ELLIOTT MUSIC CLIENTS

I work with performers of all ages and skill levels

SINGERS- having taught and accompanied thousands of lessons and classes, I've developed my greatest asset- my ears. Combined with my decades of study with master teachers and coaches, I can easily identify what keeps you from reaching your full potential and offer you custom-made solutions.

ACTORS- as a stage actor and director, I will guide you in combining vocal and acting techniques to create fresh and dynamic performances.

DANCERS- understanding the use of the dancer's body, I'll help you combine the physical needs of singing without compromising your dance technique.

CHORAL SINGERS- using personal experience, I'll help you be a valuable choral singer without damaging your vocal technique while keeping the integrity of the ensemble.

SERVICES OFFERED

SINGING LESSONS give you knowledge, tools and skills for healthy singing. We'll focus is on learning to play the singing instrument through specific exercises and apply technique to a limited amount of repertoire. Our goal is to make you a self-sufficient singer needing periodic vocal "tune-ups" rather than regular lessons.

VOCAL COACHING explores creative choices. We'll focus on finding the story within your texts and scores. Our goal is to serve the needs of the material and the listeners.

COLLABORATE PIANIST service is piano accompaniment for your private lessons, rehearsals, and performances.

SINGER'S THEORY makes you a well-rounded musician. We'll focus on music theory and keyboard skills. Our goal is to improve your music reading and learning skills.

AUDITION COACHING creates fresh audition packages. Our focus is on finding and preparing appropriate arias, songs and monologues. I'll help you find 8, 16, and 32-bar cuts and prepare your audition book.

CAREER COACHING gives you information and advice to propel you to the next level of performing. I'll recommend training programs and private teachers and coaches, as well as resources for additional information.

Additional training opportunities can be found on the Elliott Music website.

SCHEDULE

Because I am a working performer and travel occasionally, I offer individual private sessions and 4-session bundles in Montana during the academic school year and in Berlin, Germany in July and August. Sessions are offered Monday through Friday 3pm to 9pm. All public and academic holidays are observed.

Online sessions are available year round to domestic and international clients.

My current availability can me found on the Elliott Music website.

RATES

My rates are based on my training, experience, and research and time spent in and out of the studio.

As with any business, I have "behind the scenes" expenses, including business license fees, certification fees, self-employment and pension taxes, health liability, and indemnity insurance fees, membership dues for professional organizations, industry subscriptions, studio rent, travel expenses, score purchases, instrument maintenance, and supplies for the office, studio, and performance spaces.

You can find my current rates the Elliott Music website.

THE CLIENT TEAM

Can you work with another teacher or coach? ABSOLUTELY! I encourage you to work with other industry professionals to prepare your material. I ask not an expert at every skill you need and I'll help you build your team.

TEAM YOU can include the following:

- Coaches for the different styles and genres of material
- Language and Diction Coaches
- Dialect Coaches
- Monologue Coaches
- Collaborative Pianists
- Rehearsal Pianists
- Dance Teachers
- Managers and Agents
- Casting Directors

CLIENT DOCUMENTS

Please read and complete the following documents found on the Elliott Music website before requesting your first session.

- *Elliott Music Studio Handbook & Policies*
- *Elliott Music Studio Contract*
- *Elliott Music Registration*
- *Elliott Music Release Form*
- *Elliott Music Hands-On Release Form*

The following documents have been created to help you become a better artist.

- *How To Be a Prepared Performer.*
- *How To Work With a Collaborative Pianist*
- *Health for the Performing Artist*

CLIENT REPERTOIRE

You are encouraged to find material that you love to perform and bring it into our sessions. I'll also recommend material that I think compliments you and your skills.

You'll find repertoire sources in the "Client" section of the Elliott Music website.

You will be expected to arrive for each session with your repertoire learned. You don't need to be off-book (memorized), but my fees are too high to waste your time and money plunking out your notes, and it's not fun for anybody. I won't teach you your music, but I will give you tools to help you learn your material by yourself.

This a great place to point out that ALL singers and actors need to know how to read and learn music and how to play a melody on the piano.

CLIENT RESOURCES

You will be given password-protected access to the "Client Login" section of the Elliott Music website. I encourage you to explore the ever-growing list of performing arts resources. You'll also find the studio calendar and your personal page with material selected specifically for you!

THE RULES

Now for the serious part- Below are my studio policies that will help you get the best service from me possible. Please don't hesitate to contact me with your questions or concerns.

CLIENT RIGHTS

- To work in a safe, supportive, and nurturing environment.
- To begin work at the appointed session start time.
- To work in a comfortable and safe studio space.
- To reach your full potential as a performing artist.
- To find repertoire to match your skill level, needs, and goals.
- To be treated in a courteous, respectful, and cooperative manner.
- To love what you do and have fun.

REQUEST A SESSION

- You can request a session on the Elliott Music website using the "Session Request" form
- When requesting a session, you are reserving a specific time period on a specific date at a specific location. That session in my schedule belongs exclusively to you.
- Once your request has been scheduled and confirmed, it becomes your financial responsibility
- No refund and/or credit will be given for unused sessions from a bundle.
- Payment for online sessions must be received 48 hours prior to the session.

CANCELLING A SESSION

- All service cancellations and reschedule requests must be made via email and received 48 hours before the session start time.
- As most conflicts are known well in advance, please notify me via email as soon as possible when a scheduling conflict occurs.
- Please take care not to schedule events that conflict with session times.
- The full session rate will be charged for all sessions cancelled or rescheduled less than 48 hours before the scheduled session start time.
- After 15 minutes your session is forfeit if you have not arrived and not given notice of a late arrival.

- You are responsible for the full payment of a missed session before receiving further sessions.
- If approved, all sessions can be rescheduled one time only.
- No refunds and/or credit will be issued for missed or unused sessions or for sessions cancelled and/or rescheduled with less than 48-hour written notice.
- Clients are encouraged to switch session times with another client in the event of a scheduling conflict.
- I reserves the right to remove a client from the studio schedule if sessions are habitually cancelled. No refund and/or credit will be issued for missed sessions.
- All sessions that I cancel will be rescheduled.

PAYMENT

- Please pay for sessions in full when you receive confirmation and 48 hours before the session begins.
- Sessions will not be given on credit.
- Postdated checks are not accepted.
- Session fees are non-transferable.
- All fees are billed regardless of attendance.

You can pay for services using the following methods:

- Online using PayPal and Venmo
- Cash (exact change only, please)
- Check (with approval)

STUDIO ETTIQUETTE

- Please arrive prepared for your session and be ready to work in a focused and productive manner. I'll provide you with the skills and tools to succeed, but I won't (and can't) do the work for you
- Please wear comfortable clothing and shoes that permit free movement, stable alignment, and full breathing.
- Please arrive for each session 5 minutes before the scheduled start time with all needed materials. Your session will end at the scheduled time, regardless of your arrival time. No credit or refund will be given for any loss of time.
- You will receive a full session if your session starts late due to my error.

- Please let me know if you're going to be late for a scheduled session. After 15 minutes your session is forfeit if you have not arrived and not given notice of a late arrival.
- Please take care of all business at the beginning of your session (i.e. paying fees, rescheduling sessions, updating information, etc.)
- Please turn off your mobile phone and other electronic devices while in the studio. Calls and messages can be answered only outside the studio.
- Parents or guardians are not required to stay for session but are welcome to observe at any time.
- HAVE FUN!!! (Have I said that before?)

PREPARATION

- I will give you an adequate plan for preparing outside of the studio session.
- Please devote time to daily practice. The length and content of each practice session will be determined by your skill level.
- Parents and guardians of younger clients- please establish and maintain a consistent practice area and time at home. You are responsible for ensuring that your child has sufficient daily practice time to enable steady progress.
- Please include all session times in conflicts for all other activities.
- You are encouraged to keep a Practice Log to record notes from sessions and out of studio preparation.

MATERIALS

- You are responsible for purchasing copies of all scores and materials needed.
- Please use hard copies of scores and not an electronic tablet.
- Please do not bring copies of music in plastic sheets.
- Collaborative pianists are welcome to accompany your session. The pianist's is your responsibility.

Please bring the following items to each session:

- Scores for all repertoire in preparation
- Collaborative Pianist book with copies of all repertoire in preparation
- Assignment Notebook
- Sharpened pencils, a pencil sharpener, and an eraser
- A highlighter
- A recording device

- A full water bottle
- Facial Tissue
- Any other materials requested by the studio

Please consider using having the following items at home:

- A full-length mirror
- A Metronome
- A piano or keyboard

THANK YOU

You've made it to the end! Thanks for taking the time to familiarize yourself with how I operate and what you can expect in our work together. Again, I'm glad you're here and I look forward to the fun we'll have creating the next version of you.

Thanks for having me on your team!

Elliott Music does not discriminate on the basis of race, color, gender identity, gender expression, sexual orientation, disability, national origin, religion, or ethnic origin.

AGREEMENT

I have read, received a copy of the Elliott Music Studio Policies, and agree to be bound by the terms and conditions of these Studio Policies for private instruction through Elliott Music. I understand that Elliott Music is an independent agent and that failure to abide by these Studio Policies may result in termination of services as outlined in the Elliott Music Studio Contract. Elliott Music reserves the right to refuse and/or discontinue services to any client without reason.

Client

signature

printed name

date

(required if client is younger than 18 years of age)

Parent/

Guardian

signature

printed name

date