

SERVICE AGREEMENT

Burns Voice Studio Voice Lesson Contract
"Summer 2024 Voice Lesson Intensive"

This Service Agreement ("Agreement") dated _____
by and between:

Instructor: **Kelly W. Burns**, residing at **1818 5th St. N, Fargo, ND 58102** ("Instructor"), and

Student: _____, with a mailing address of
_____ ("Student"), and,

if the Student is a minor,

Guardian/Guarantor: _____, with a mailing address of
_____ ("Guarantor").

Instructor, Student, and Guarantor are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Student and Guarantor hires the Instructor to work under the terms and conditions hereby agreed upon by the Parties:

I. The Service.

The Instructor shall teach ten (10) one-hour voice lessons between May 13, 2024 and August 25, 2024 ("Service"). The lessons are to be held from _____ to _____ (time) on _____ (weekday). Additional terms related to attendance apply to the delivery of the Service and are defined below in Section III. Attendance.

II. Payment Amount.

The Student agrees to pay the Instructor the following compensation for the Service:

_____ \$550.00 paid in full on _____ (date)

_____ \$550.00 paid in installments as defined below:

_____ Installment 1: \$200.00 paid on _____ (date)

_____ Installment 2: \$200.00 paid on _____ (date)

_____ Installment 3: \$150.00 paid on _____ (date)

Accepted payment methods include cash or Venmo (@burnsk).

III. Attendance.

The Student agrees to the following attendance policies:

1. The Student will attend their voice lesson each week on the same date and time as listed above in Section II. The Service, unless both the Instructor and Student mutually agree to move the lesson time temporarily or permanently to another weekday and time.
2. If the Student needs to miss a lesson, the Student agrees to notify the Instructor at least 48 hours in advance. If the Student fails to notify the Instructor 48 hours in advance, the Student forfeits their right to a makeup lesson.
3. If the Student needs to miss a lesson due to unforeseen sickness, they must notify the Instructor as soon as possible. A written medical excuse must be provided to receive a makeup lesson.
4. The Student may flexibly schedule their lessons throughout the summer, within reason. There are fifteen weeks between May 13 and August 25, 2024. The Student may opt to skip two or three of their regular lessons for events such as family vacations, out-of-town trips, or other personal obligations, etc. However, the Student must notify the Instructor of these events at least 48 hours in advance.
5. No more than two lessons can be delivered to the Student in any given week, inclusive of any makeup lessons or rescheduled lessons owed to the Student.
6. The Student is not allowed “bank” lessons, e.g. the Student is not allowed to hold all of their lessons until the end of the summer and then request two lessons in each of the last five weeks. In general, it is the intention of the Instructor to teach one weekly lesson on a regular basis throughout the summer so that the student is best positioned to grow in their vocal abilities and musicianship.
7. If the Instructor misses a lesson, the Student is entitled to a makeup lesson.
8. The Instructor will be out-of-town and unavailable for voice lessons from May 23–31, 2024 as well as from July 2–12, 2024.

IV. Materials.

The Student will bring the following items to each lesson:

1. Sheet music and extra paper to take notes. It is preferred that students keep these items in a three-ring binder.
2. A pencil.
3. An audio-video recording device such as a smart phone or tablet. (Tripods for phones and charging cables will be provided by the Instructor.)
4. Water bottle for drinking and staying hydrated.
5. Any other items that are specifically required by the Instructor (such as a straw, cork, or other teaching device).

V. Professionalism, Physical Touch, and Open Dialogue Policy.

Lessons will be conducted in a professional manner and will require similar considerations from both parties. Because the act of singing is a physical act that requires much coordination in the human body, sometimes the Instructor may need to place his hands on the Student. The Instructor will always ask the Student for permission prior to any touching of the student. Hands will never be placed below the abdominal area; touching is most common for the head/cranium, chin, jaw, neck, shoulders, arms, and upper back. The Instructor will never ask to touch the Student’s chest, abdomen, hips, legs, or feet. If the Student is not comfortable with physical touch or with any other part of the lesson, they are free to dissent and/or voice their concerns at any time. The Instructor maintains an open dialogue policy at all times. Lessons are meant to be enjoyable learning experiences, so please let the Instructor know if there are any concerns.

VI. What to Expect At Lessons

1. Discussion. Approximately 5 minutes will be used to discuss progress from the previous week’s lesson and identify challenges and successes from the previous week of practice.
2. Vocal Exercises. These are frequently called “warm-ups” and they are the most important aspects of the voice lesson because they target specific technical and artistic skillsets and foster the most consistent growth of the voice. At least 30 minutes of the lesson time will be spent on these items. They include, but are not limited to, exercises for body alignment, breathing, breath support/management, phonation, resonance, articulation, and expression/acting.
3. Repertoire. Learning songs and arias is the secondary goal of the lessons. Approximately 15–25 minutes of our lesson time will be spent on repertoire. We will use this time to reviewing and correcting *minor* mistakes in the music, but most of this time should be spent incorporating the targeted skills from the vocal exercises into the repertoire. **It is not the job of the Instructor to teach words, notes, and rhythms to the Student during their lesson time.** This work should be done outside the lesson in the Student’s personal practice time.
4. Goals/Planning. Approximately 5–10 minutes will be used to plan for the next week’s practice and goals for the next lesson.

VII. What to Do Between Lessons

1. Practice each day; learning how to sing well requires daily practice so that your body and mind can learn the coordination it needs to make the voice work in a beautiful, powerful, musical, and expressive way. You should divide your practice time equally between vocal exercises and working on your repertoire:
 - a. 30 minutes per day for beginner students
 - b. 45 minutes per day for intermediate students
 - c. 60 minutes per day for advanced studentsThese are minimum practice guidelines; the Student should speak to the Instructor about adding more practice time to this routine. The Instructor will set practice goals and instructions at the previous lesson.
2. Acquire copies of any necessary music or other materials for upcoming lessons.

The Parties hereto agree to the above terms and have caused this Agreement to be executed in their names.

Instructor’s Signature
Kelly W. Burns
Print Name

Date

Student’s Signature

Print Name

Date

Guardian/Guarantor’s Signature

Print Name

Date