



Gilmore Voice Studio

Studio Policies & Expectations

Who This Studio Is For

Gilmore Voice Studio is designed for singers who are seriously committed to their craft — not just those exploring a new hobby. Enrollment is intentionally limited to ensure every student receives focused, high-quality instruction.

This studio is the right fit if you:

- Are preparing to audition for school, college music, or musical theatre programs
- Actively audition for and participate in performances
- Have a clear artistic goal; motivated to put in consistent work between lessons

This studio may not be the right fit if you for WEEKLY lessons:

- Are looking for a casual, no-pressure activity with no specific goals
- Are unable to commit to regular practice outside of lessons
- Are frequently unavailable or unable to maintain a consistent weekly schedule

If you are unsure whether this studio is the right fit, please reach out before enrolling. Enrollment is subject to Dr. Gilmore's assessment of fit during an initial consultation.

Lessons

Lessons are offered in 45-minute or 60-minute sessions. Each lesson is structured to serve your specific goals and typically includes:

- Vocal technique and exercises
- Repertoire development
- Sightreading and musicianship

- Audition preparation, performance coaching, or other musical goals

To make the most of your lesson time, please arrive having completed a 5–10 minute vocal warm-up using exercises assigned from the previous week.

What to Bring

- Your music
- A water bottle
- A recording device (phone is fine)
- Your school iPad (fully charged) and/or a 3-ring binder with lined paper
- Your studio practice log

Keep all materials in a dedicated binder or folder reserved for voice lessons only.

Fees & Tuition

The tuition year runs August 15 – July 31. Enrollment is available through an annual tuition package as part of your studio membership.

Tuition covers 28 lessons redeemed within 38 potential instructional weeks throughout the year. The studio is closed for 14 weeks annually, corresponding with holiday breaks, spring break, Dr. Gilmore's family commitments, and summer training and conference dates. Summer closures include 2 weeks in June, 1 in July, and 2 weeks in August.

Rather than offering make-up lessons, bonus weeks are built into the schedule to provide flexibility. See the Attendance section for details.

Tuition Packages

38 weeks for 45-minutes: \$3,800 **(28 lessons)**

38 weeks for 60-minutes: \$4,750 **(28 lessons)**

Tuition is paid in 12 monthly installments

Membership Benefits

Each tuition package includes the following membership benefits:

1. Most sheet music is provided at no additional cost
2. Access to master classes with Dr. Gilmore or alumni
3. Communication between lessons (text or Marco Polo; replies within 48 hours)
4. College audition preparation: school selection, audition repertoire, and more
5. Monologue and repertoire research support
6. Continued research by Dr. Gilmore on vocal pedagogy and exercises
7. Access to a Google Drive folder with helpful materials and sheet music
8. Subscription to SightReading Factory (\$35/year value)
9. Dr. Gilmore's access to resources that benefit singers in lessons: Appcompanionist, scanner software, sheet music company memberships, and more
10. Dr. Gilmore's membership in NATS, providing students the opportunity to participate in annual Student Auditions (entrance fee and pianist fees are separate)
11. Recital fees, including cost for pianist

If all 28 lessons are completed before the end of the contracted year, additional lessons may be purchased through the end of the year. Email Dr. Gilmore for more information before your final lesson in the package.

Annual Deposit

Returning students are asked to pay a non-refundable \$100 deposit by June 1st to hold their place for the upcoming year. This amount is applied toward the first tuition payment in August.

Flex Packages and “Drop-Ins”

Flex Packages (*Recommended for students unable to commit to a regular weekly schedule or whose other obligations preclude consistent study.*)

Flex packages may be renewed upon completion.

- 45-minute lesson, 5-pack — \$500
- 60-minute lesson, 5-pack — \$625

Scheduling is conducted on an availability basis within designated time blocks established by Dr. Gilmore, and is not guaranteed on any particular day or time.

Please note that Flex Packages do not include sheet music, Sight Reading Factory access, recital fees, or webinar participation — benefits that are included with a regular weekly enrollment.

Payment Methods

ACH via Intuit (Preferred): You will receive an invoice through My Music Staff that can be paid securely by bank account or debit card.

Check: Accepted for annual or quarterly payments only. Checks are not accepted for monthly payments and must be received no later than the day before your first scheduled lesson.

Commitment & Practice Expectations

Enrollment in this studio is a commitment — to your goals, to the process, and to your own growth as an artist. Consistent, focused effort between lessons is what separates students who improve from students who plateau.

Students are expected to practice daily, or at minimum 4 times per week. Even short sessions of 20–30 minutes are effective when done consistently.

Meaningful practice includes:

- Vocal warm-ups and assigned exercises
- Repertoire work — learning, memorizing, refining
- Sightsinging and ear training
- Diction, translation, and character/interpretive work

If life gets busy and practice has been minimal, please communicate that honestly before your lesson. Dr. Gilmore will always work with you — but only if she knows what you are working with.

Students who are consistently unprepared, disengaged, or unable to commit to regular practice may be transitioned to FLEX PACKAGE status. This is not a punishment — it is a recognition that the timing may not be right for weekly studio enrollment.

Attendance & Cancellation Policy

Rather than offering traditional make-up lessons, your tuition includes built-in bonus weeks that provide schedule flexibility throughout the year. Think of these like a missed sports or dance class — no need to reschedule; you are still on track to complete your 28-lesson package by year's end.

Bonus Weeks May Be Used For

- Appointments or rehearsals (with 24 hours' notice)
- Illness or last-minute emergencies (with 24 hours' notice)

Important Attendance Notes

- Please provide at least 24 hours' notice for any cancellation.
- More than 6 missed lessons in a year will result in removal from the weekly schedule. The student will be placed on the Flex Package list for intermittent scheduling.
- Bonus weeks may not carry over or be used to add extra lessons beyond the 28-lesson package.

Teacher Flex Weeks

Dr. Gilmore has built in 5 floating weeks for personal emergencies, illness, or unforeseen circumstances such as jury duty. You will be notified in advance whenever possible. Any lessons missed beyond those 5 teacher weeks will be rescheduled.

Studio closures listed on the studio calendar and in your contract are already accounted for and do not count toward your 5 missed lessons.

Schedule

The studio calendar follows the St. Vrain School District calendar. Lessons are typically scheduled Monday through Thursday, 2:00–9:00 p.m (2:00-7:00 every other Wednesday).

Spots are scheduled on a first-come, first-served basis each July for the upcoming year. A Google Form for time requests will be sent via email in late July.

Online Lessons & Illness Policy

If you are not feeling well or there is a snow day, Zoom is an excellent option. **Please stay home if you have a sore throat, cough, fever, or other contagious symptoms — but your lesson can still happen online.**

Zoom lessons may include sightreading, diction, interpretation, musicality work, and more. They are a productive alternative, not a lesser substitute.

Music Selection & Repertoire

Repertoire is chosen thoughtfully to support each student's technical and artistic development. Student input is welcomed and encouraged — bring your ideas.

Students focused on popular music may also be assigned classical or musical theatre selections to support healthy vocal technique and a broader expressive range. Dr. Gilmore is open to discussion on this, however - be open in your initial lesson.

Students are welcome to bring in choral or solo music from outside the studio. If a piece is not appropriate for your current level, alternatives will be discussed.

Audition Preparation & College Coaching

Supporting students through the college audition process is one of the most meaningful parts of this work. Dr. Gilmore provides comprehensive guidance for students pursuing music or musical theatre programs, including:

- School selection and program research
- Repertoire selection tailored to each program's expectations
- Mock auditions and recorded feedback
- Personal statement and resume guidance (as a sounding board)
- Audition day logistics and mental preparation

Students who are actively preparing for college auditions are encouraged to communicate timelines and deadlines early so lesson planning can reflect those priorities.

Withdrawing from the Studio

If you decide to discontinue lessons, please provide 30 days' written notice via email. Any lessons or fees during the final 30-day period remain due regardless of attendance. Tuition will be prorated based on lessons received, and any remaining balance is due at your final lesson.

Annual Recital

The studio recital is held the first Saturday in June. Participation is optional but strongly encouraged — performance experience is central to the development of any serious singer.

Recital fees, including the pianist, are covered by your membership.

Acknowledgment

By signing below, you confirm that you have read and understood the studio policies, that you meet the enrollment criteria for this studio, and that you are prepared to commit fully to the process.

Please print, sign, and bring this page to your first lesson.

Print Student Name: _____

Student Signature: _____

Parent/Guardian Signature (if applicable): _____

Date: _____ **Phone Number:** _____