

# Organizing Your Studio

By  
Carol Blanchard

Communicate!! Write a yearly policy letter.

- Express appreciation and excitement to teach.
- Mention the year's schedule.
- Announce rates and fees that will be due.
- Express desire for commitment and what you expect from students.
- Announce other activities planned, group lessons, festivals, etc.

Scheduling

Provide a schedule of students with phone numbers.

Train clients to call and trade with each other.

Incentives

Use incentives for practicing, i.e. music money and auction

Organize Yourself

Make yourself a notebook with all of your students' information, books they have and technique charts they are working on.

Use accounting ledgers or Quicken to keep track of financial transactions.



**Carol Blanchard**  
**Piano Instruction**

**3855 Mountain View Dr.**  
**Rexburg, ID 83440**  
**(208) 356-3439**

Dear Parents,

July 15, 2009

I hope you are enjoying your summer vacation. I can't believe it is the middle of July already. I have worked on my schedule for this fall and it looks like I can fit everyone in. I have a tentative time for everyone. Please check your calendar and let me know if your time or times will work for you. The fall eighteen week semester will begin Monday, August 17<sup>th</sup> and end on Friday, December 18<sup>th</sup>. The semester tuition is \$225.00 and the yearly studio fee is \$20.00. If you would like to pay by the month, the payment for August would be \$25.00, and then \$50.00 each month after that. The monthly fee is due by the first lesson or 10<sup>th</sup> of each month. The studio fee will be due by the first lesson of this semester.

Because I like to have a full commitment from you, the semester tuition will again be non-refundable. Thus, for rescheduling purposes, I will provide the lesson times and phone numbers of all of my students so that you may trade when you have a time conflict. If this is not possible, please call me at least one day in advance so I may reschedule you. I will also reschedule if I or the student is sick and I am notified before the lesson. Please notify me one month before the next semester for any permanent cancellations.

There will be two group lessons for each student this semester; I am planning on Tuesday & Wednesday, September 8<sup>th</sup> & 9<sup>th</sup>, and Monday & Tuesday, November 23<sup>rd</sup> & 24<sup>th</sup>. Your group and time will be included with the schedule. Please post these dates so they will be remembered and you will be able to take advantage of the change in schedule for those weeks. The recital should be in November around Festival.

I am looking forward to another fun semester. Please understand the necessity of my policies; they make for a more efficient studio which allows me to concentrate more on the students and less on minor details. If you have any questions, concerns, or suggestions, please give me a call. Thanks again for your business. I thoroughly enjoy teaching and I hope to be able to continue for years to come.

Sincerely,



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To all piano students and parents:

May 13, 2010

Below is the 2010 Winter schedule of all of my piano students. Please continue to keep this schedule handy so you can trade lessons when conflicts arise. However, if a trade is not possible, please call at least 24 hours in advance so that I may reschedule you. Again, this system is working very well; your cooperation is greatly appreciated.

PLEASE NOTE on the following page, the schedule for the group lessons that will be held this semester. Also remember that there will not be any private lessons taught the week of the group lesson.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:40	Mary Lundin (7:25)	Magan Burt	Liz Hansen (7:25)	Chelsea Dexter	Chance Beattie
8:10	Jessica Lundin	Ashley Burt	Karissa White	Shayla Babcock	Allison Rigby
2:00	Kaylee Kauer				
2:30	Kamri Stevenson				
3:00	Riley Gilbert	Josten Judkins			
3:30	Katherine Prescott	Jillian Judkins			
4:00	Kurk Kauer (4:15)	Kansas Kauer			
4:30	Brannen Judkins (4:45)	Jaron Judkins			
5:00	Cassi Smith (5:15)	Stacie Day			
5:30		Ashten Sommer (5:45)			

<u>Student's Name</u>	<u>Parent</u>	<u>Phone</u>	<u>Student's Name</u>	<u>Parent</u>	<u>Phone</u>
Babcock, Shayla	Missy	656-0018	Judkins, Jillian		
Beattie, Chance	Debbie	356-0946	Judkins, Josten		
Blanchard, McKell	Teresa	356-4845	Kauer, Kaylee	Holly	356-3820
Blanchard, Mitchell	Carol	356-3439	Kauer, Kansas		
Blanchard, Ryan			Kauer, Kurk		
Burt, Magan	Nicole	356-5024	Lundin, Jessica	Julie	356-3880
Burt, Ashley			Lundin, Mary		
Day, Stacie	Kera	313-5017	Prescott, Katherine	Nancy	356-7499
Dexter, Chelsea	Ann	356-7710	Rigby, Allison	Shelly	356-0440
Gilbert, Riley	Janene	356-7863	Smith, Cassi	Sheri	356-8919
Hansen, Liz	Sharlene	356-0952	Sommer, Ashten	Sheila	356-8655
Judkins, Brannon	Lisa	356-4371	Stevenson, Kamri	Shelly	356-3588
Judkins, Jaron			White, Karissa	Diann	356-4858



# Income January

Prepared By \_\_\_\_\_  
 Approved By \_\_\_\_\_

Date	Client	Piano Recording	Total
1/14	Bubcock, Missy	50-	
1/14	Beattil, Deb	250-	
1/15	Blanchard, Teresa	200-	
		500-	500-
1/10	Smith, Shari	375-	
1/12	Sommer, Sheila	80-	
		455-	455-
Expenses			
	Recital Hall	60-	
	Candy	20-	
		80-	
	Total Income	955-	
	Less Expenses	80-	
	Net Income	875-	

