

# Studio Percussion, Inc. Orientation Handbook

*Last Revision: August 2008  
Information in this handbook may change without notice.*

## **Contact Information**

**Office:** 352-338-8302

**Email:** tobinwagstaff@gmail.com

**Website:** www.studiopercussion.org

**Mailing Address:** P.O. BOX 1123  
Gainesville, FL 32602

**Physical Address:** 519 NW 10th Ave.

## **What is Studio Percussion, Inc?**

Studio Percussion, Inc. is a non-profit 501c3 charitable organization that specializes in using the arts to instill a sense of community and develop leadership.

### **Mission**

To encourage, inspire, and motivate people, both young and old, towards excellence in life and leadership.

### **Vision**

To provide services in the arts which create meaningful and significant experiences for people including those with financial limitations, disabilities, or at-risk youth.

### **Points of Interest**

- We began as a percussive arts organization but are expanding into additional instruments, dance, and other arts.
- We are committed to making our programs meaningful and significant.
- We believe in mentoring young people.
- We focus on excellence in life and leadership which requires members to participate actively.
- We value Family - Youth - Community - Integrity - Education - Character - Leadership

### **Why Are We A Non-Profit?**

We are a non-profit organization so we can provide services inexpensively to all and to those who are unable to afford them.

## **History**

Tobin & Jill Wagstaff founded Studio Percussion in June 2002 when Tobin began teaching private drum/percussion lessons out of their home. In spring of 2003, the studio created its first group class of about 10-12 students. Vineyard Christian Fellowship gladly supported the endeavor by lending its facilities at no cost to the studio. During this time, a vision for impacting youth by mentoring and providing leadership opportunities emerged, setting a foundation for Studio Percussion today. Student population continued to grow and in spring of 2004 the need for a commercial location became evident. In June Studio Percussion moved into its first commercial location on University Avenue. At this time, developments were underway to incorporate the studio as a non-profit organization and a board of directors was formed. By this time, classes had become more specialized; birthing the first group drum set classes and drumline-type groups. Private lessons continued. In early fall of 2004, three hurricanes impacted the state of Florida including the Gainesville area. Roof leaks damaged studio equipment and created health concerns for all members. It became necessary to move into our current location. On November 1, 2004 Studio Percussion, Inc. incorporated as a non-profit organization. January 2005 began a year of growth and development that accelerated its influence and impact on the community, both musically and otherwise. September 2006 our application for tax exemption was approved by the IRS making us a charitable 501c3 organization. Presently, Studio Percussion is taking its mission and vision to other instruments and fine arts.

## **Funding for Our Program**

At present, most of our funding comes through member tuition. Scholarship students are expected to pay a minimal tuition rate. Fundraising and monetary donations significantly help our program. We are not grant supported at this time but hope this will change soon.

## **Expenses for Our Program**

Like any business, it costs a lot of money to keep things going. Fortunately, we have found ways to cut our costs, utilize volunteers and interns, and generate revenue creatively to make our program affordable to all people. Some expenses you might expect us to have include rent, utilities, insurances, telephones, internet, office supplies & equipment, transportation costs, and other similar expenses. Other expenses include new instruments, replacement of old and damaged equipment, regular maintenance and repairs, governmental fees, costs associated with conferences/meetings, etc.

## **Government**

Studio Percussion, Inc. is governed by a board of directors. We are a non-profit (501c3 charitable) organization. Our board employs an Executive Director who then employs other paid and unpaid staff as necessary.

## Classes

### **Private lessons**

We offer private lessons scheduled either in half-hour or hour increments throughout the week in a variety of areas: drums, percussion, guitar, bass, piano, voice, and dance.

### **Junior Drummers**

This is a class/performing ensemble for kids ages 6-10 meeting on Tuesdays from 3:30-4pm. We learn about all kinds of percussion instruments and put together routines for public performances. Junior Drummers is for beginning/intermediate students.

### **Drum Set Ensemble**

We set up multiple drum sets set and learn more about technique, performing tips, equipment, tuning, and put together routines in a social setting. This is a rare opportunity to learn from other students and to perform with other drum set players. These classes regularly perform publicly and require evaluation before placement. This class meets Monday from 6:30-7:30pm.

### **Stick Figures**

This is an artistic percussion class where we might play anything from traditional drums to pots and pans. Members are more advanced students and are evaluated prior to placement. We meet Thursday from 5:30-6:30pm.

### **Keyboard Ensemble**

This group takes popular music and arranges it for percussion instruments like marimbas, xylophones, hand drums, drum sets, etc. This class meets 5:30–6:30pm on Tuesdays.

### **Community Drumlines**

We offer two community drumlines. We have a Marching Tuesday line (for more experienced players) and a Stationary Wednesday line (for less experienced players). Players of varying backgrounds are placed accordingly by playing cymbals, bass drum, snare drum, or tenor drums. We perform regularly at all types of community events including UF sporting events, parades, and fundraisers. Both drumlines meet from 6:30-7:30pm.

### **Family Jam Night!**

Family Drum Night is designed to be a family-friendly opportunity for people of all ages to come and play our instruments with no strings attached. No child is too young. No adult is too old. We even provide sticks. It's only \$10 per family or \$5 per individual. This opportunity meets on the first Friday of each month from 6-8 pm. This open house/fundraiser also has free food, games, prizes, and performances to maximize fun. Members and non-members alike are encouraged to come.

### **Voice Classes**

The Adult Class is Tuesdays 6:30–7:30pm.

### **Kids Love Dance**

A fun and laid-back approach to learning and exploring **dance** that incorporates traditional styles such as ballet, tap, and jazz and mixes in a wide variety of cultural music and **dance** styles such as Irish, Hip Hop/Breakdance, Folk, African, Country-Western, Latin, Ballroom and other ethnic dances. This **dance** class is designed to be gender-neutral and does not require special clothing or shoes.

**Tuesdays from 12:45-1:10pm**

### **Girls Love Dance**

A different take on our Kids Love **Dance**, this class caters to girly girls who want to dress up in their ballerina finery and explore the fancier side of dancing, including a special request to learn Shirley Temple style song and **dance** routines.

**Mondays from 5:30-6:00pm**

### **Boys Love Dance-**

A different take on our Kids Love **Dance**, this class caters to the styles of **dance** that generate the most interest from boys. We will focus on leaps, jumps, hip hop, breakdancing and other styles as requested by our students.

**Mondays from 6:00-6:30pm**

### **Free Member Only Services**

#### **Maintenance & Tuning**

We offer in-studio maintenance and tuning for member's instruments.

#### **Saturday Private Drum Lessons**

We offer free private drum lessons on Saturdays to those who want to make up a lesson or get extra help. Please call to schedule.

#### **Practice Sessions**

Our studio is open to those who want extra practice time on our instruments. We just have to work scheduling around other activities.

#### **Special Sessions & Events**

These may be free or discounted for our members and they will be announced as necessary.

### **Tuition**

Students either pay regular tuition or are on scholarship. Tuition for classes and private lessons vary. Please contact our office for the most recent rates.

### **Teaching Philosophy**

Our teaching studio is founded upon the notion that people enjoy the arts and seek instruction in the arts for the purpose of enjoying them further. We believe in structuring our program and teaching model according to the desires/goals of each particular student. Whether a student desires to become a professional musician or to simply have fun then we will train the student for that particular goal and are happy to do so! So in that sense, our program is customized to the goals of our students.

### **Leadership Development**

We believe that leadership experience is the best way to nurture leadership potential. We believe that we can train, develop, and refine the leadership potential in our students by giving them responsibility and ownership in our program. Students may be asked at times to lead in various activities and may even be appointed as a section leader in a class as necessary.

### **Volunteer Opportunities**

Please consider getting involved in volunteering in an area you feel you can help us in. Opportunities exist many areas including office work, painting, and music instruction. Let us know your skills and we'll plug you in!

### **Fundraising**

In order to keep our services affordable we have to find other ways of generating revenue to fund our programs. Participating in fundraising is expected of our members to make this possible.

### **Policies**

#### **Attendance, Tardiness and Absences and Rescheduling Lessons**

Students unprepared for performance opportunities may not be permitted to participate in related events. Please notify your instructor when you know you are going to be late or absent out of respect for their time. Your instructor will honor the remaining time of your appointment if you are late, however, if you are late by 15 minutes or more and have not contacted your instructor you will be considered absent and your instructor may not wait for you. Lessons may be rescheduled at the discretion of the instructor. Drum students do make up lessons on Saturdays. Studio Percussion is not obligated to provide make-up lessons for any reason due to scheduling limitations. We charge you less for tuition assuming you will miss occasionally. The value of a membership is increased with increased attendance and commitment to classes and lessons.

#### **Refunds and Credits**

There will be no refunds or credits for any reason.

#### **Instructor Absences**

A substitute instructor will be provided should your instructor be unable to make an appointment or class for any reason. Every attempt will be made to reschedule a private lesson if a substitute is not available; however, this may not always be possible due to scheduling limitations on the sides of both parties.

#### **Membership Changes**

You may upgrade your membership arrangement at anytime without penalty with permission from Studio Percussion including adding an additional class or lengthening your membership to get a better rate. However, downgrading or cancellation your membership comes with certain penalties disclosed on your membership agreement.

### **Freezing Your Membership**

You may freeze your membership due to documented health emergencies or if you will be out of town for 6 weeks or more. When you freeze your membership, you still pay according to your membership agreement even for the months you are freezing.

However, we tack on the months you missed to the end of your membership. Freezing your membership requires documented proof of your reason to freeze it. You cannot freeze your membership for 1 month, only 2 or more months. The frozen months are tacked on immediately following the expiration of your membership agreement and have to be used in that time. This is a “grace” we have offered members. If you abuse it we will immediately cancel your membership without refunds.

### **Equipment & Supplies**

We provide most large and expensive equipment. Members are required to have their own sticks, books, uniforms, etc. Members are responsible for putting away their own equipment after classes. We pay for most repairs unless it is due to member negligence.

### **Facilities & Other Property**

Members are expected to respect the premises of Studio Percussion and its property as if it were their own.

## **Odds & Ends**

### **Studio Calendar**

We follow the same calendar the Alachua County public school system uses in regards to holidays. We are only closed to national holidays, the homecoming parade, public school Spring Break, and Winter Break. We close for the entire week of July 4<sup>th</sup>. We do not close for Alachua County teacher work days. Any other closings will be announced and posted for all to see. The School Board of Alachua County schedule can be found at [www.sbac.edu](http://www.sbac.edu).

### **Drum Shop**

The Studio Percussion Drum Shop is not owned by Studio Percussion, Inc. It is owned by Bunt Backline which provides the store as a service for students.

### **Dress & Uniforms**

Those with clothing with inappropriate images or language may be asked to remove, cover up, or turn inside out the clothing if not asked to leave. For performances, please observe instructions for uniforms as they may change from event to event.

### **Performances**

We have performances throughout the year for a variety of occasions and a variety of audiences but you can expect a Winter Concert in January/February and a Summer Concert in May. Not everyone participates in every concert but it is our goal to always include as many people as possible.