

POLICY AND PROCEDURES FOR JANET LYNN AND “GET YOUR ACT TOGETHER”

Janet Lynn, and business GET YOUR ACT TOGETHER is a sole proprietorship owned and operated by Janet Lynn. Get Your Act Together is a Music Service and is not a school or corporation. GET YOUR ACT TOGETHER offers music services, lessons, vocal and music coaching to clients, individuals and bands, professional and amateurs, adult, young people, children, in a group or private lesson environment. We offer vocal and instrument services, musical and songwriting clinics and music and life coaching.

We are offering something different and special from schools or instructors. Our goal is to meet the client where they are musically, and move them forward. Janet Lynn began her business and basis her business off of Christian values and business ethics. It is also our goal to make lessons easier and more convenient for the client or parent by traveling to the client. We come to the client as we do not have a home base location. In some circumstances, a rehearsal space is rented for lessons and rehearsal.

All instructors working with Janet Lynn's business is completely professional with a long list of credentials of stage performance and studio experience, many are Grammy Award Winners. Each instructor is checked out thoroughly by owner before entering a teaching environment. We teach playing by ear, the Nashville Number system, teach reading the number system charts, and private lessons are offered to enhance group lessons as needed.

Fee and Invoices: Prices are based on a monthly rate and not a semester rate. Payments are to be made at the first of every month no later than the 5th of each month. **If your lesson takes place before the 5th of the month, you may pay your instructor via check at your lesson. If your first lesson falls after the 5th of the month, you may pay via pay pal on the www.getyouracttogether.biz or mail your payment to Janet Lynn at #3 La Quinta St., Wimberley, TX 78676, your choice. If you prefer a written invoice from our company, please request one and it will be provided for you.**

Group Lesson Fees: are to be paid monthly whether the month has four or five weeks in it. There will be months we will work for five weeks and no charge the extra week. There will be months when we will take off a week or day for spring break, special holidays, and we find it balances out pretty evenly without charging the client for those months with extra weeks.

Make up Lessons: If a lesson is missed due to illness and a 24 hour notice is given, we will gladly schedule a make-up lesson. If no notice is given, or the notice is less than 24 hour notice, there is no mandatory make-up lesson, unless it's an emergency, and then we will try to our best to reschedule. But a "no-show" and no notice is never rescheduled. If the instructor has to change the lesson, a make-up lesson will definitely be scheduled. All instructors try to remain flexible and give make up lessons as we can. Missing long term classes: If you are going to miss a month, a month's notice is requested; otherwise payment is required as usual. With a month's notice, your place on the schedule will be kept for your return the following month, without payment for the missed month. Please keep in mind, this is a business and instructors do this for a living. We ask for that professional courtesy.

Confidentiality: All lessons, private, group, or coaching times are kept private and confidential. Information shared in confidence is never broken. Information shared during life coaching or songwriting sessions are completely confidential and before we begin a life coaching appointment sessions, we will both sign a confidentiality agreement and a separate coaching agreement of what to expect in life coaching.

Songwriting Coaching: this is done in the appointment/lesson, or can be done via email and telephone. ALL SONGWRITING IDEAS, HOOKS, MELODIES, LYRICS, ARE KEPT TOTALLY CONFIDENTIAL, and no song information or ideas are shared with other clients or writers. Nor does Janet Lynn take or expect any songwriting credits. When coaching and advising in songwriting, she is working as a to help the client hone the craft of songwriting. She does not share in part of the song as songwriter—the song is still totally your song.

Goals and Objectives: Our goal is the meet the client or student where they are musically, or personally, and take them forward as they are ready, move them gently forward growing out of their comfort zone realizing they are at a point they didn't know they could be and to keep gently reaching outside the box until they realize their comfort zone has extended, and they are now playing or achieving goals they realize they could not do before. It is a team effort...the instructor or coach and client or the band and teacher. But you are never alone in your effort to learn and grow and become your best. Practice at home is important on your own time.

References: Comments and quotes are available on the website. Actual personal references are available upon request. Any questions not covered, please feel free to ask.

Whether a professional honing your craft, desiring to go pro, a beginner learning the ins and out of playing with a band, or strictly a life coaching client redefining who they are in life, Get Your Act Together, is here to help you do exactly that, Get Your Act Together. This is a business founded on old fashioned values and ethics where people still care about people, and I hope you give us a chance to help you meet your musical or coaching needs.

May your life be filled with Music and Blessings,

Janet Lynn