



VOCAL/ACTING/SONG WRITING/PERFORMANCE COACHING Seminar/Workshop Format REQUEST FORM

HOST INFORMATION:

Organization Name \_\_\_\_\_ Event Title \_\_\_\_\_
Contact \_\_\_\_\_ Position/Title \_\_\_\_\_
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_
Address \_\_\_\_\_ (OF EVENT)
Email \_\_\_\_\_ Fax \_\_\_\_\_
Alternate Contact \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

SEMINAR/WORKSHOP SELECTION:

- Vocal/Performance Coaching
o Vocal Health/Increasing Vocal range
o Breathing, Posture, & Performance
o Song Interpretation
o Song Communication
o How To Prepare For Vocal Auditions
o Selecting Songs For Your Voice

Requested Coach: \_\_\_\_\_

And Much More!

- Acting Coaching
o How To Prepare For Professional Auditions
o Developing A Character
o The Art Of Improvisation
o Scene Study
o Cold Readings
o Music Theater Acting
o Stage Presence And Production

Requested Coach: \_\_\_\_\_

And Much More!

- Song Writing Coaching
o Developing a great lyric
o Developing a great hook
o Putting the pieces together to produce a Master Piece
o What Makes A Hit Song

Requested Coach: \_\_\_\_\_

And Much More!

FEES: Please make your selection (fees are per coach & category requested)

- \$525 Guarantee (2 hour session) hours must be on same day
\$900 Guarantee (4 hour session) hours must be on same day
\$1050 Guarantee (6 hour session) hours may be on multiple days
\$1500 Guarantee (10 hour session) hours may be on multiple days
\$125 Per Hour (12+ hours) hours may be on multiple days

# Of Hours Requested \_\_\_\_\_

OVER

**Additional Fees**

- ❑ **Remote Travel:** All expenses including travel, lodging, and meals must be covered by the client in addition to the above rates if travel is beyond a 40 mile radius of our headquarters (Reston, Va.).

**SCHEDULING PREFERENCES**

Dates of Event (s)	Start Time	End Time	Total Hours	Location

**Theme/Description of the event:**

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**Additional Notes For Consideration:**

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**PAYMENT TERMS & OPTIONS:**

*For Your Review Only!*

- ❑ **This is NOT a contract but an initial request only.** Once a completed request is received you will be contacted to finalize seminar/workshop schedule/arrangements. After the details have been finalized and approved, you will receive a final contract.
- ❑ Client will be required to submit a **60%** deposit/retainer of total seminar/workshop sessions upon submission of a contract. Funds will not be charged or deposited until the master schedule is finalized and the contract is signed.
- ❑ The remaining **40%** balance will be due at the completion of the seminar/workshop.
- ❑ All deposits/retainers are non refundable but may be transferred to another requested event.
- ❑ Clients will have 10 business days prior to the event to cancel and receive a refund for deposits/retainer minus a **\$200 cancellation fee**. No refund will be given if cancellation occurs fewer than 10 business days prior to the scheduled event.
- ❑ Client will need to provide accurate driving directions in advance for all offsite sessions within a 40 Mile radius.
- ❑ Coaches will have the option and must be permitted to sale merchandise at all contracted events with 100% of the proceeds payable to Lopez Studios, Inc.
- ❑ Offsite sessions beyond a 40 mile radius of the studio will be considered “remote travel” and therefore be subject to all remote travel terms.
- ❑ For remote travel clients, client will need to finalize all travel arrangements at least 10 business days in advance of the first scheduled session.
- ❑ A \$30 Late Fee will be applied to all balances not paid within 7 days of due date.
- ❑ A \$30 ISF fee will be charged for returned checks.

**Thank you for your request. We look forward to working with you to provide superb coaching at your event. We will contact you shortly to finalize the details of your request!**