

September 2007

Greetings, and welcome to a new school year.

I'm looking forward to a great year working with the low brass students here at Staley Middle School. One of the most important things for you to know is how to get in touch with me. My contact information is as follows:

David Gravesen

Phone: 941-456-0621

E-mail: davgra@aol.com

Website: www.gravebonemusic.com

Probably the easiest way to contact me is by e-mail, however I will also answer the phone, and if I'm not able to answer, if you'll leave a message, I'll call back as soon as possible. Also this year I have a new website. This site contains my contact information, as well as some background information about me and some of the other projects I'm involved in. I also have a page devoted to lessons where you can find a copy of this letter, as well as exercises, samples, and other downloads for my students.

Payment:

Payment should be made out to me, and made at the beginning of each month. The easiest way is to just send a check to the lesson with the student. If for some reason there will be an odd number of lessons in a month, I will let you know ahead of time how many weeks to pay. The lesson rate has been set by the school at \$16.00 per lesson.

Absence/Rescheduling:

I realize that conflicts and illness tend to arise. I have no problem with rescheduling a lesson, (schedule permitting) or canceling a lesson (thereby requiring no payment), as long as I am notified in advance. Please either send me an e-mail or give me a call if a lesson is to be missed. Otherwise, private lesson policy is that you are to be charged for the lesson. From time to time I will have to cancel or reschedule lessons because I will be out of town playing with the professional brass group *Tim Zimmerman and the King's Brass*. In such an instance, I will notify you at least one week in advance and give you the option of rescheduling (schedule permitting) or just skipping that week. As of now, I will be out of town on the following dates: Sept. 25-29, Dec. 2-22, Jan. 7-28, and Feb. 18-23.

If at any time you have questions, please feel free to call or e-mail.

Thanks,

David Gravesen

Low Brass Private Instructor