

Lifeline Audio & Entertainment, LLC

The Lab @ Lifeline

2005-2006 Handbook

A guide to understanding The Lab @ Lifeline's
programs, policies, and rules for 2005-2006

Lifeline Audio & Entertainment, LLC
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The Lab @ Lifeline
2005-2006 Handbook

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The Lab @ Lifeline Welcomes You

We are so excited that you have decided to get more serious about your music career! We are confident that you will grow and evolve through working with our instructors and in our hand-on facilities. Providing comprehensive music production training and cultivating the best instruction is at the core of Lifeline Audio & Entertainment. The Lab @ Lifeline provides you with professional instructors who are here to help you along the way. Each instructor is dedicated to making sure that students not only learn important skills, but have fun while doing it. We strive to do this within a professional and productive learning environment.

We offer:

- ❑ Three Private Recording and Instructional Studios
 - Studio A- 32CH digital Samplitude Studio
 - Studio B- 18CH digital Pro Tools Studio with both digital and analog 16 channel consoles
 - Studio C- 10CH digital Pro Tools Studio with a 88-key Kurzweil and Korg Triton
- ❑ A Six Station Computer Lab for Group Instruction
 - Equipped with Reason, FL Studio, Sonar and more
 - Oxygen 8 MIDI controllers to compose your music
- ❑ A Yamaha Custom Drum Kit for Demo Recording
- ❑ A Private Cafeteria for snacks and studying

Special events can be created for each student based upon that student's personal aspirations. Events include but are not limited to recitals, public appearances, and recording releases. We welcome your comments throughout the year. It is important that we maintain open lines of communication. For additional information we invite you to visit our Website at www.lifelineaudio.net. or email us at mark@lifelineaudio.net or call 850-201-2402 to schedule an appointment.

Office hours are as follows:

Monday - Friday: 11 a.m. – 5:30 p.m.

Evenings & Weekends: By appointment

Instruction hours are as follows:

Monday-Friday 11 a.m.- 9 p.m.

Saturday 10 a.m. – 2 p.m.

Studio hours

Monday - Friday: 5:30 p.m. – 11 p.m.

Evenings & Weekends: By appointment

Thank you for choosing us! We look forward to growing with you.

2005-2006 FACULTY AND STAFF

STAFF

Founder and CEO: Mark J. Henkin

Office Administrators: Robert Hill, Timothy Brown

FACULTY

Recording and Mixing Instructor: Timothy Brown

MIDI-based Music Production Instructor: Robert Hill

Career Development and Demo Marketing Instructor: Mark J Henkin

2005-2006 CALENDAR

FALL TERM (12 weeks)

September 26

October 14

October 17

November 23 -27

December 6-10

December 16

September 26 – December 16, 2005

First Day of Fall Term

Open House

Fall Registration Closed (enrollment accepted)

Thanksgiving Holidays

Spring Conferences- Spring Registration Due

Last Day of Fall Term

SPRING TERM (17 weeks)

January 2

January 13

January 16

March 20 – 26

April 23 – 27

April 23

April 28

January 2 – April 28, 2006

First Day of Spring Term

Open House

Spring Registration Closed (enrollment accepted)

SPRING BREAK NO CLASSES

Summer Conferences- Summer Registration Due

Spring Concert (TBD)

Last Day of Spring Term –

Fall Registration Due (if not enrolled in
Summer Term)

SUMMER TERM (14 Weeks)

May 8 – August 11, 2006

Students are encouraged to take 12 lessons during the fourteen weeks.

PLEASE NOTE- Fall and Spring Terms are traditionally 18 weeks long.

During Fall 2005 our term will only be 12 weeks in length. Our Fall 2006 term will begin August 14th, and end December 15th

Students who enroll after the Registration period closes are required to pay for the following term in addition to a pro-rated number of lessons in the current term.

TYPES OF INSTRUCTION

Private lessons- Most of our program tracks are offered in private lessons. Private lessons are one on one instruction in a private studio where the student gets personalized attention. Private instruction offers the student more time to ask questions and get more hands on time to explore software, equipment, and to create. Private lessons go more in depth and cover more material. We recommend that private instruction students add a one hour computer lab to compliment their lesson before or afterwards.

Group lessons- Group lessons are more compatible for students who prefer to learn in a classroom environment. All group lessons are taught in the Computer Lab with three or more students. In group, students are taught in a lecture format with hands-on time with the computer for practice. Group lessons are followed by an hour in the computer lab practicing new skills. If the student, parent, or teacher is not pleased with group lessons, he student may change to private lessons (an additional fee may apply). All group lessons require a minimum of three students and some group lesson programs are capped at a maximum of six. Our after school program is a group format, unless the student requests a private lesson.

After School Program (Coming Spring 2006!)- After school was never this cool! Our After school program is for students 7th-12 grade who want to take a group or private lesson immediately following school once or twice a week. Students who enroll in private lessons after school have a one hour lesson, followed by an hour computer lab. Students who enroll in Group lessons have a one hour lesson, followed by an hour in the computer lab. After lessons and lab, students can hang out in the lunchroom to study, snack, and wait to be picked up. By request, students can be picked up from their school and transported to The Lab @ Lifeline (additional fee applies). Students who are interested in the after-school program will need to consult our calendar to see what day of the week their program meets.

Group and Private Instruction Combo- Combo lessons are for students who want to enroll in more than one track at the same time. Combo students can enroll in one group and one private lesson per week. Each lesson will be in a different track (for example: group recording and private midi lessons weekly)- combo students can also add up to two additional hours of computer lab time (minimum one hour for group). After-school students who enroll in two programs qualify as a combo student.

The Sessions

The Sessions are 3-hour workshops offered on the weekends that explore specific aspects of music production and music business. Sessions are taught in the same format as Group Lessons except the material is condensed into three hours instead of a twelve lesson format. Sessions are perfect for students who want to just dive in and learn the basics in order to go off and do projects independently. Sessions do not cover all aspects of each subject, but rather the essentials and some advanced topics in order to get going quickly.

PROGRAM TRACKS

The following programs are offered in group or private lesson format.

Recording & Mixing Techniques

Learn the skills you need to become a professional sound engineer. We cover digital and analog sound engineering over the course of study. Rest assured when you finish studying with our instructors, you will have the knowledge and the hands-on training to tackle any studio sound application. In this program you will...

- Learn the fundamentals of sound, recording and mixing
- Gain hands-on access to audio equipment and software
- Apply skills by creating multi-track projects

MIDI-Based Music Production

Learn how to use the tools that major producers use to write their hit songs. We teach you how to use the industries hottest midi-based software and hardware to make the best sounding beats, arrangements, and more. In this program you will...

- Learn the fundamentals of beat production using FL Studio and Reason
- Learn the fundamentals of MIDI and how it interacts with computer software.
- Create a CD of your own songs

Songwriting (Coming Spring 2006)

Are you a budding songwriter, do you lack the understanding of musical forms and theory. We can help! Our instructors can teach you how to write hit songs, and also work on developing your music! In this program you will...

- Develop skills in lyric and hook writing
- Learn song form and fundamental music theory
- Create your own original songs

The following program is only offered in the group lesson format.

Demo Recording & Marketing (Coming Spring 2006)

This program is for performing groups who are ready to develop a demo and are in need of professional recording and promotional skills to get work performing live. The course requires a minimum of three people and meets for 3-4 hours/weekly (based on 1 hour/per member of the group- 5 hour maximum) In this program you will....

- Learn effective rehearsal techniques
- Develop studio recording skills
- Record a three-song demo and design a press kit
- Learn how to book and promote gigs effectively

The following programs are only offered in the private lesson format.

Music Career Development (Coming Spring 2006)

Are you confused about the business of the music industry? Does contracts and law lingo intimidate you? We have developed this program for individuals who are interested in being involved in the business side of the music industry, but just don't know where to begin. In this program you will....

- Learn how to become a producer, manager, or develop your career as a performing artist
- Understand how to start a publishing company or record label (if desired)
- Create a plan for success in the music industry

Worship Sound Engineering (Coming Spring 2006)

Does your church have a volunteer sound engineer? Are there people in your congregation that want to learn more about Sound Engineering, but don't know where to go? We have developed this program specifically for churches that need to train their sound techs to properly run their congregational sound system, but want someone more than just a volunteer or hobbyist. In this program you will....

- Learn the fundamentals of audio and sound engineering as it applies to live sound
- Apply these learned techniques with hand-on training with your worship sound system
- Troubleshoot and practice different setups with your church sound system

The Sessions

How to be a Beat Producer with FL Studio

Learn how the pros write beats for all styles of music using FL Studio. In this three hour class, students will learn the fundamentals of FL Studio + some advanced techniques on how to write beats. *As a bonus, we include handouts about how to copyright your music and the fundamentals of music publishing.*

How to be a Beat Producer with Reason

Just like our FL Studio course, learn how the pros write beats for all styles of music using Propellerhead Reason. In this three hour class, students will learn the fundamentals of Reason + some advanced techniques on how to write beats. *As a bonus, we include handouts about how to copyright your music and the fundamentals of music publishing.*

How to be a Studio Engineer (5-part series)

Session 1: The Fundamentals of Sound- The essentials to understanding what sound is and how it works includes sound waves, frequencies, acoustics, and signal flow. All beginning sound engineers must take this session as a pre-requisite to the other Sessions. Advanced sound engineers can take a placement exam in order to qualify for Sessions 2 and higher.

Session 2: How to Setup Your Studio/Session Basics- This Session teaches you what components are needed to configure your own studio and how each device works. We will cover consoles, multi-track recorders, compressors, effects units, monitoring, and how it all connects together. Then we will discuss the recording session and how to prepare and set up an effective session.

Session 3: Microphones- One of the most important parts of the recording process begins with the microphone. This Session teaches you everything you ever wanted to know about microphones including type, design, placement, and specifications. We will explore placement with all types of microphones and actually setup and place microphones.

Session 4: Analog/Digital Recording- Explore the differences between Analog and Digital recording. Understand the process of recording and the technology of digital sound. Learn what it takes to make great sounding recordings including overdubbing, bouncing, punching, and more.

Session 5: Mixing- Learn the fundamentals of mixing including the use of dynamic processors, EQ's, panning, effects, and sound imaging. Get into advanced ideas of mixing and learn how to train your ears on what to listen for in a good mix.

How to Start a Record Label (Coming Spring 2006)

Ever wanted to start your own record label? Well now you can! This Session will go through the business structure of a record label from the ground up. You will learn how to design and establish your label legitimately; develop talent, and the many ways to make money with distribution and publishing.

How to become a Music Producer (Coming Spring 2006)

Did you ever wonder what a music producer really is? Producing is one of the most misunderstood professions in the music industry. This Session sheds light on the types of producers there are and goes into great detail on how to become one. We will discuss what it takes to be an effective producer and look at how big name producers got to where they are now. Students will learn all the skills they need to start becoming hit producers in no time.

How to write a Hit Song (Coming Spring 2006)

Are you in love with a song on the radio? Ever wonder why some songs even make it on the charts? Learn the formulas to writing a hit song. This session teaches you the basics of songwriting including basic form, theory, and lyric writing. We will dissect popular songs and look at what makes a hit song a hit song. We will even spend time writing and developing a song!

We are constantly creating and updating our programs and Sessions. If you have an idea for a Session, or are interested in applying for an instructor position, or have recommendations on how to improve our current curriculum, please contact us.

Prices for The Lab @ Lifeline

Private Lessons

| | |
|----------------------------|-----------|
| 1 hour lesson | \$32/each |
| 1 hour lesson + 30 min Lab | \$36/each |
| 1 hour lesson + 1 hour Lab | \$38/each |

Group Lessons

(Minimum enrollment is three students)

| | |
|----------------------------|-----------|
| 1 hour lesson | \$20/each |
| 1 hour lesson + 30 min Lab | \$24/each |
| 1 hour lesson + 1 hour Lab | \$26/each |

After School Program

Includes pick-up from school

| | |
|--------------------------------------|---------------------|
| 1 day/wk + 1 hour Lab | \$28/group lesson |
| | \$40/private lesson |
| 2 day/wk + (2) 1 hour Labs | \$35/lesson |
| (1 private and 1 group lesson total) | |

Computer Lab

(Computer Lab without lessons)

| | |
|------------|------------|
| 1 hour/wk | \$40/month |
| 2 hours/wk | \$65/month |
| 3 hours/wk | \$75/month |
| 4 hours/wk | \$90/month |

Sessions @ The Lab

| | |
|-------------------------|---------------|
| Pre-pay, pre-register | \$75/session |
| Day of Session/Walk-ins | \$100/session |

THE LAB @ LIFELINE POLICIES

ENROLLMENT

- ❑ All students may register for classes online at www.lifelineaudio.net, in person at 3200 Commonwealth Blvd, or over the phone (850) 201-2402.
 - All enrollment procedures require a signed contract and payment before lessons can begin. You may visit us during regular business hours to deliver paperwork and payment.
 - Students enrolling in Private, Group, or After-school lessons must fill out a Term Enro
- ❑ All private and group lessons require a minimum 12-lesson term commitment. Sessions are billed individually and pre-paid. There are three terms per year (Fall, Spring, Summer).
- ❑ A student is considered enrolled after contract is completed and signed, payment for a minimum five lessons, registration, and materials fees have been paid, payment has cleared, and a lesson time is confirmed *by the instructor*.
- ❑ Registration contracts are completed once per fiscal year, our fiscal year is January 1 through December 31. After enrolling in a term during the fiscal year additional registration contracts are not required. Registration must be updated once yearly.

PAYMENT OPTIONS

Materials and lesson fees are billed each term. You may choose a lesson payment system from our 1-2-3 plan:

- 1 payment
 - Full payment of 12 lessons, materials fee, and registration fee before term begins
- 2 payments
 - 1st payment of 6 lessons, materials fee, and registration fee before term begins
 - 2nd payment of 6 lessons during week 5 of the term
- 3 payments
 - 1st payment of 5 lessons, materials fee, and registration fee before term begins
 - 2nd payment of 4 lessons during week 5 of the term
 - 3rd payment of 3 lessons during week 9 of the term
- ❑ In person payment methods include cash, check, Visa, MasterCard, American Express, and Discover. (credit card payments incur a convenience fee).
- ❑ Mail or internet payments include Check, Credit Card, or EFT (fee applies).
- ❑ If you prefer, we can set-up an auto debit system for payment (fee applies)
- ❑ Registration fee is only due once per year
- ❑ The materials fee, which varies per area of instruction, is applied towards the student's books, headphones (one time), and instructional materials. The materials fee changes based on the program track and length of time enrolled in program (I.E. 2nd semester students will need new books to learn new software, etc.) Materials are billed by each semester for the fiscal year.

- ❑ Material and Lesson fees are variable based upon private, group or after school instruction, and use of computer lab. Please see Prices for more information.
- ❑ Payment is required PRIOR to the first lesson, and all lessons following.
- ❑ *Absolutely no lessons will be taught to unpaid students.*
- ❑ *PLEASE NOTE: Instructors are not paid until lessons are paid for. Please respect your teacher by paying on-time as they depend on you for support as you do for education*
- ❑ *Students who enroll in a term after the registration period has closed will be pro-rated for a set number of lessons remaining in the term and will be automatically enrolled in the following term.*

BILLING

Billing is sent out once at the beginning of each term (Fall, Spring, Summer). Based on your payment plan, the statement will list when your payments are due. No regular monthly statements are sent, but a current statement may be requested. By request, we can e-mail you a reminder statement.

- We are not responsible for any missed payments due to mail, e-mail, or telephone communication problems. It is your responsibility to make payments on time.
- ❑ A twenty-dollar late fee per month is added to all delinquent accounts.
- ❑ The first payment **MUST** be received prior to first lesson, fifth lesson, and tenth lesson each term. Students who show up for unpaid lessons will be turned away.

Tuition rates can change without notice and can be found on our website or in writing by request.

TERMINATION OF LESSONS

- ❑ **Lessons are billed and taught by the term..** Once enrolled for the term, students are **automatically** enrolled in the next term, unless written notification is received *thirty days* prior to the beginning of the next term. Once written notification is received, you must sign a form that formally confirms your cancellation. Written notification may be sent certified mail or faxed to (850) 201-2402. Termination forms can be requested by calling our office.
- ❑ **30 day approval will only be initiated after confirmation from our office.** If you send a termination notice and do not receive a response, please contact us immediately. We will not be held liable for communication or mail issues.
- ❑ Students who enrolled in the term after the registration period are required to attend a minimum full term following before they are eligible to enact a 30 day termination. Failure to do so will allow us to automatically bill the student for the full term.
- ❑ **If you discontinue lessons during a term, you are responsible for FULL and immediate payment.**
- ❑ There are no exceptions to the termination of lessons. Instructors cannot give approval for termination, and verbal notices will not be used as evidence of termination.
- ❑ If you are over 45 days delinquent in your payment to your instructor, your account will be forfeit to a collections agency.

LESSON SCHEDULING

- ❑ **Once payment has been received, the instructor will set up a weekly time-slot for your lesson. This is your time to come and learn, it will not change except for a make-up lesson. Please set a time that is best for both you and the instructor within our regular teaching hours**
- ❑ **Unless enrolled as a Combo student, or having a make-up lesson, regular lessons are only allowed once weekly.**

MAKE-UP LESSONS:

- ❑ Private and group students are allowed **one make-up lesson per term** due to the **student** being unable to attend his lesson. Each instructor will make arrangements for his students.
- ❑ It is solely the instructor and the student's responsibility to arrange and make up lessons. Make up lessons can and will often be taught in a group format. Ask your instructor about his individual studio makeup schedule.
- ❑ **Make-up lessons are NOT carried over to another term. If a student misses more than one lesson for any reason, that lesson is not refundable. Make up lessons are strictly limited to one only per term, if the student misses the make up lesson, he/she is not subject another make-up lesson**

INSTRUCTOR'S ABSENCE:

- If an instructor is absent, a substitute will be arranged. If this is not possible, then it is the instructor's responsibility to make-up the lesson at a convenient time for **both parties** involved, and it is given as a normal lesson. In the event of a make up lesson due to an instructor's absence, two lessons may be given in one week to a student.

VACATION PERIODS

- ❑ During the school year The Lab @ Lifeline will attempt to follow the public school schedule. However, **lessons ARE taught on Teacher Planning Days.**
- ❑ The school is closed for Labor Day, Thanksgiving, Christmas, New Year's Day, Spring Break, Memorial Day, and July 4th. We do respect religious and family related holidays, but will not grant forgiveness for make-ups due to these events.

LOST OR FORGOTTEN MATERIALS

- ❑ If a student **forgets his/her book, headphones, or materials for his lesson three times, an additional set will be purchased and you will be charged directly for the second set.** The second set of materials will be kept at the school to be used for future lessons. Once the student is no longer enrolled in the program, he/she will retain the second set.
- ❑ We strongly recommend that headphones be left at the school. We have provided a complimentary storage locker to keep them in. We will not be responsible for theft or loss of any books, headphones, or other personal items left unattended at our facilities. We strive to keep our facilities safe and theft-free.
- ❑ We will not loan headphones or books to students who forget their materials.

COMMUNICATION

We strive to have open communication because it is a necessity to have a successful music education program.

- ❑ Information letters will be mailed prior to each term, which will include term's statement. Visit our website at www.lifelineaudio.net for updates throughout the year.
- ❑ E-mail us at mark@lifelineaudio.net if you have any questions or concerns.
- ❑ Parents should strive to attend student's class at least once each term.
- ❑ If you have ANY major concerns, Mark Henkin is available by appointment to talk with you.

STUDENT ACTIVITIES

If a student wishes to have a listening session to get feedback, put on a performance, or create an event to get exposure, Lifeline Audio & Entertainment will be happy to work with you on developing the best idea. As we grow we hope to have regular performances and networking opportunities.

- ❑ Listening Sessions will be held throughout the year in our studios as requested.
- ❑ Recitals and special performances are scheduled as the student requires and will be done in alternate venues.

STUDENT/PARENT CONFERENCES

- ❑ **An open lesson policy exists at The Lab @ Lifeline.**
 - You are invited to attend a lesson at any time. In addition to lesson attendance, the faculty is available for conference concerning your student's progress at designated times set by the instructor during the year. It is essential to keep communication open between the student, parent, and instructor. Please call in advance if you desire a conference at a time other than student's lesson time.
 - During a student's lesson time, it is important that the student be given his/her time for instruction. If you require more than 5 minutes of the instructors time to conference, please set up a meeting with the instructor outside the student's lesson.

REQUEST OF INSTRUCTOR CHANGE

- ❑ **We are aware that learning is a personable adventure.** To be successful in the development of a student, the instructor and the student must be able to communicate well. If this relationship does not seem to be developing, a request of instructor change is encouraged. We want the opportunity to match each student with an instructor who will relate well with him or her. We strive to give each student the best music instruction available, and by **working together**, we can be successful.
- ❑ **If a replacement for the student cannot be found due to unavailability or the student does not want to change program tracks, the student must remain in the instructors studio until the term ends.** There is no refunds for incompatibility issues.

TRANSPORTATION

- ❑ **Transportation can be provided upon request to after school students.**
 - ❑ There is a transportation fee per term and transportation is only provided to student's enrolled in our after school program.
 - ❑ Before a student can be transported a Transportation Permission Form and Liability Waiver has to be signed by the parent or guardian.
- ❑ **Please contact Lifeline Audio at least by 10 a.m. if your student is not to be picked up at his regular time.**
- ❑ The student must be at designated pick-up area no later than ten minutes after the final dismissal bell. If a student misses the pickup vehicle, parents will be notified so that they can make arrangements to pick up their student.
- ❑ If a student does not wear a seat belt, he will no longer be allowed to ride.
- ❑ If a student leaves trash in the vehicle, the parents will have a choice of either the student no longer riding the vehicle with no refund for the term or the parents will pay \$25 for the vehicle to be cleaned.

ARRIVAL AND DEPARTURE

The Lab @ Lifeline is located at 3200 Commonwealth Blvd inside the ESI Center. We share this building with five other businesses. The regular building hours are M-F 8 a.m. to 5:30 p.m. The building is well secured and monitored 24-hours daily.

- During regular building hours you may park and drop off in the front parking area (labeled visitor), and enter into the main lobby entrance. When you enter, you must sign in before you come to The Lab and Lifeline Audio's offices. There is plenty of additional parking around the perimeter of the building, please park appropriately.
- After regular building hours, you must enter from the employee after hours entrance located on the right side of the building. There is a buzzer to notify the attendant that you are here. **Please be patient and someone will let you in.**
- When picking up students, please pick up from the cafeteria entrance, located on the left side of the building, accessible from the rear. After building hours your student will need to be prepared to let you in from this entrance. We cannot be responsible for picking up students and will not attend to them.

BEHAVIOR:

Because we share space inside a professional business, we must strive to maintain a quiet environment during regular business hours; therefore, students are required to remain seated and quiet in the reception or cafeteria areas before and after class. We encourage students to add a computer lab to their lessons so that they can spend time practicing before or after their lessons, this also allows parents and rides time to pick up.

It is **NOT** the instructor's responsibility to locate the student. The student should be aware of his/her lesson time. If the student can't sit quietly, a parent will be requested to sit with the student until the lesson time, or the parent will be asked to pick up the student immediately. We do not mind the student coming directly from school and waiting until lesson time or for parental pick-up, but we do REQUIRE polite manners and showing respect for students who are in lessons. We encourage students to use our computer lab before and after classes, when available, to practice their skills. We also encourage students to use the cafeteria as a study hall while waiting to be picked up.

CHILD CARE:

The Lab @ Lifeline is NOT a baby-sitting service. Please be **prompt** in picking up your student. Students should not be left at for a period of time exceeding thirty minutes before or after scheduled time. If longer, parents will be billed \$5 for each additional half hour during business hours. If after regular business hours, parents will be charged at the rate of \$2.00 per minute. We close at 9:00 pm Monday-Friday and 2:00 pm on Saturday

WEATHER RELATED CLOSINGS:

For hurricanes and other acts of nature in which we have no control, The Lab @ Lifeline will abide by the national, state, or local authorities' decisions on office and school closings!! These missed lessons are not required to be made-up.

CLARIFICATION OF POLICIES AND PROCEDURES

Our staff is here to help. If you have any questions about our policies and procedures, please call us at 850-201-2402 and someone will be glad to discuss them with you. We update our handbook frequently and would like to get feedback from you in order to improve. Thank you so much for your interest in Lifeline Audio & Entertainment.