



# 2022 INFO PACK



VOCAL TRAINING SCHOOL



**PROVOCALS**

## **ProVocals 2022 Info Pack**

**For any questions or queries, kindly send your request to  
[info@provocals.co.za](mailto:info@provocals.co.za) or What's App 063 270 6075**

## Table Of Contents

<b>About ProVocals .....</b>	<b>1</b>
<b>2022 Training Packages .....</b>	<b>2</b>
<i>Solo Private Singing Lessons.....</i>	<i>4</i>
<b>Other Services .....</b>	<b>6</b>
<i>Once-Off Singing Lessons .....</i>	<i>6</i>
<i>Backtrack Sourcing and Editing .....</i>	<i>6</i>
<i>Rehearsal Music Studio Rental .....</i>	<i>6</i>
<i>Demo Recordings.....</i>	<i>6</i>
<i>Songwriting and Arrangement.....</i>	<i>6</i>
<b>Joining ProVocals .....</b>	<b>7</b>
<b>Orientation.....</b>	<b>7</b>
<b>Student Portal .....</b>	<b>7</b>
<b>Studio Rules.....</b>	<b>8</b>
<b>ProVocals Terms and Conditions .....</b>	<b>8</b>
<b>Payment Methods.....</b>	<b>9</b>
<b>ProVocals Account Payment Policy .....</b>	<b>9</b>
<b>ProVocals Make-Up Credit Policy .....</b>	<b>10</b>
<b>ProVocals Communication .....</b>	<b>11</b>
<b>ProVocals Communication Channels .</b>	<b>11</b>

## About ProVocals

Singing in front of an audience can become quite a nerve-wracking experience if you don't have sufficient practical training. Any singer knows the overwhelming anxiety of stage fright before their first live performance. Stage fright is the number one reason why some singers never develop their natural talent.

That is why at ProVocals Vocal Academy, we focus on practical experience. Our training methods are informative and all our students perform on professional industry-standard concert equipment. ProVocals students gain experience and knowledge that will help them overcome stage fright and develop a rich vocal tone.

Our vocal training packages help develop students into confident professional singers. In training, our students learn how to take care of their vocal cords. We teach them how to expand their vocal range and how to develop proper singing habits such as articulation, expression and tone creation and so much more.

At ProVocals, we aim to give our students the full spectrum experience – from backstage to front stage.





# 2022 Training Packages

2



## Solo Private Singing Lessons



### Private vocal training for singers

Our private singing lessons are a great solution for students that would prefer the individual approach to vocal training. Solo students book a default weekly lesson time with their private vocal coach.

The training will be customised for the students' individual vocal needs and the subscription is on a monthly basis until cancelled by the student.

Solo students get access to the online student portal to download their vocal exercises and other resources. Solo private singing lessons are subject to availability.

Solo students are required to bring their own backing tracks to class with a flip folder and lyrics.

### Solo Vocal Training Includes

- Breathing Technique and Exercises
- Vocal Warm-Ups
- Vocal Exercises
- Ear Training
- Working your song
- Vocal Production in your song
- Vocal Health and Wellness
- Vocal Warm-downs

### Training Information

- The training is on a monthly subscription agreement until cancelled by the student.
- Maximum 1 student per lesson
- 4 Lessons per month of 1 hour each
- Lesson times will be booked upon registration

### Requirements

- Students must be at least 16 years of age
- Applicants need to pass a vocal assessment to register. You can book a vocal assessment on our website.
- Students must be available during their booking slots

**R1 490**

*Per month*

# PROVOCALS

## Other Services

### Once-Off Singing Lessons

Book a once-off singing lesson at our studio in Fourways. Paid upfront.

**R 550 Per Hour**

### Rehearsal Music Studio Rental

Book the ProVocals studio to practice your performances. The studio is 50 square meters and safely situated in Fourways, Johannesburg. The studio includes PA sound equipment and a dedicated sound engineer.

**R 300 Per Hour**

### Backtrack Sourcing and Editing

ProVocals can help you find the perfect backtrack for your performance. We can also do edits to your favorite backtracks.

**R 150 per track**

### Demo Recordings

We can assist you with recording quality demo's to submit for auditions, productions houses or to use on social media platforms.

**Starting from R1200 per song**

### Songwriting and Arrangement

We can help you create your own original songs – from writing lyrics to musical arrangements.

**Starting from R2500 per song**

# PROVOCALS

## Joining ProVocals

Students that would like to join ProVocals would need to complete a vocal assessment first. It allows the student to meet the vocal coach and to check out the studio and the equipment. The assessment will take approximately 45 minutes during which we will discuss your training requirements and what we can offer.

We will perform a note recognition test and we will check the students vocal range. We would also like the student to sing a short section of any song of their choice. *\*This is optional for complete beginner singers.* The student is welcome to bring a backtrack or they can sing acapella.

The assessments are be booked online on the ProVocals website at [provocals.co.za](http://provocals.co.za).

**The initial assessment booking is free of charge. If the student fails to show-up for their assessment a R150 re-booking fee will apply.** This fee includes registration should the student decide to sign up.

*\*Students that sign up in the middle of the month will receive a pro-rata invoice.*

## Orientation

Once a student signed up, they will have their first lesson – which is orientation. During this session we discuss all the important information about your voice and how to take proper care of your vocal cords. We will introduce you to all the training techniques and terminology. It is unlikely that the student will start singing in their orientation lesson. This lesson includes a lot of discussion and explanations. The information shared in this lesson is very important and beneficial to your vocal health.

## Student Portal

Students receive access to the ProVocals student portal. Login details will be emailed once the registration is complete. Students can use the student portal to:

- Cancel and book lessons
- Manage their make-up credits
- View their lesson calendar
- Read school emails
- View their account balance
- Download class content (Vocal exercises, lyrics etc.)
- Read latest school news
- Update their details



# PROVOCALS

## Studio Rules

- No food is allowed in the studio.
- There are no food or drinks allowed around any of the electrical equipment or musical instruments.
- The studio operates on a hourly schedule. Kindly ensure you are on time as we cannot allow bookings to overlap.
- Late students will train for the remainder of their booking slot.
- The studio is closed on public holidays and for two weeks in December.
- Students that are early for their lesson should wait outside the studio until their lesson starts. Kindly do not disrupt any active lessons.
- Kindly keep the studio neat and clean. Place your used cups in the dustbin and tidy up your area when you leave.

## ProVocals Terms and Conditions

- Anyone entering the ProVocals premises does so at their own risk. ProVocals and its staff will not be held liable for any damages or injuries.
- ProVocals reserves the right of admission at all times.
- All lessons, bookings and services are subject to availability.
- Any damages to ProVocals equipment will be for the students' account.
- No one, except registered students, is allowed around the pianos, musical equipment or on the studio rehearsal floor.
- Only registered students are allowed to handle musical equipment.
- All students and the public is required to park on the parking bays outside the property and they do so at their own risk.
- No equipment or property of ProVocals Vocal Academy is allowed to leave the studio under any circumstances.
- Any damages or vandalism to ProVocals property or equipment will lead to the immediate dismissal of the student and their guests.
- ProVocals require a full calendar month notice if a student wish to leave the school.
- The school is closed on public holidays and for 2 weeks in December.

## ProVocals Account Payment Policy

- Students will receive their invoice on the 25th of each month which is due before the 1st of the following month.
- Account payments can be made cash, via EFT, debit or credit cards.
- Accounts that are not settled by the 7th of the month will be closed. The student will be regarded as resigned and their booking spot will become available to other students.
- There will be no training without upfront payment.
- We do not offer any refunds for lessons that were missed or for lessons that cannot be attended.
- If a student resigns from the school their account will be closed and all outstanding make-up credits will be forfeit.
- Any outstanding account balances will reflect until settled.
- December is a full payable month. Students that don't settle their December invoice will be considered resigned and will forfeit all make-up credits and lesson slots.

## Payment Methods

Students can pay for their invoices via the following payment methods:

- EFT Bank Transfer (Send proof of payment to [info@provocals.co.za](mailto:info@provocals.co.za))
- Online payments at <https://pay.yoco.com/provocals-vocal-academy>

## ProVocals Make-Up Credit Policy

- Students that cannot attend their lesson will be marked as absent unless they can provide a doctors sick note.
- Make-up credits will be issued automatically if the vocal coach is absent due to illness.
- Make-up credits will be issued automatically if the school have to close due to government regulations.
- Lessons that are on a public holiday will receive a make-up credit. The school is closed on public holidays.
- Students will receive make-up credits for the two week December holiday period. December credits will carry over to the next year.
- Any accumulated make-up credits expire after 60-days without notification. Students are responsible for booking their make-up lessons before their credits expire.
- Please use your make-up credits before you plan to leave the school – all make-up credit balances reset once a student resigns.
- Make-up credits are not transferrable; they have no cash value and cannot be refunded.
- Make-Up credits cannot be used to pay for your next months' lessons. Make-up credits are strictly only valid to book a make- up lesson within 60-days.
- Make-up credits cannot replace your default lesson bookings.
- An automated system manages the make-up credits. Admin is unable to adjust make-up credit balances because it revokes auto-tracking of credit expiry dates.
- The last week in a 5-week month will be opened up for make-up credit bookings.
- ProVocals admin will attempt to create open-lesson slots for make-up credits every week. Please check your student portal calendar regularly to book your credits.



## ProVocals Communication

- Students will receive system automated reminder of their upcoming lessons via email and SMS.
- Students cannot reply to the automated system reminder messages.
- Students are able to communicate with their vocal coach via What's App, Email, Phone-call an SMS.
- The vocal coach might not reply to requests immediately if they are in sessions, but will also reply as soon as possible.

## ProVocals Communication Channels

<b>Email</b>	info@provocals.co.za
<b>What's App</b>	063 270 6075
<b>Phone Call</b>	063 270 6075
<b>SMS</b>	063 270 6075
<b>Website</b>	<a href="https://provocals.co.za">https://provocals.co.za</a>