

First Email/Call/Voicemail Template:

Hello Ms./Mr. Name of Parent,

My name is Your Name. I have been assigned by Musical Empowerment to be Name of Student's Type of Lesson (Ex- voice, guitar, etc.) teacher! To tell you a little about myself, I am a Class (Junior, Senior etc.) at UNC and (Short tidbit about musical experience—Ex: I have taken voice lessons throughout high school and college). I am very excited to teach Name of Student!

Does Lesson Time still work for you both? If so, our first lesson will be Day of Week, Date, and Time of 1st Lesson. We will have our lessons every week in Lesson Room # at University United Methodist Church, which is on Franklin Street next to Sugarland.

Also, please let me know if (Name of Student) needs to borrow an instrument for free from Musical Empowerments Instrument Lending Program.

You can contact me at Email Address or by phone at Phone #. I respond most quickly to Preferred Contact Method. Add'l Info About Ways to Reach You (optional).

Please contact me to confirm that Name of Student is still interested in music lessons and feel free to ask me any questions you may have! I am very excited to meet you and Name of Student on Date of Lesson!

Thanks,

Your Name

Recommended Points to Cover in the first Email/Phone Conversation:

- Your Name
- Lesson time and room number
- Date of First Lesson
- Confirm that above time still works for student
- Ask if they need to borrow an Instrument Lending Program instrument
- Best ways to contact you
- Ask if they have any questions