



April 2, 2026

**Check the list to make sure which group you are in:  
AM (9:15 AM-Noon) OR  
PM (12:15-3:00 PM)**

We are delighted that you have applied for the CIVIC MUSIC Private Lesson Program. This packet contains important information about your **Saturday, April 18<sup>th</sup>** Audition Day. You and your parent(s) or guardian(s) should review it carefully.

<b>Session Assignment:</b>	<b>You are assigned to the «AMPM» Session.</b> Please review the enclosed Audition Day Schedule so you arrive in time to check in first. Sessions will begin on time.
<b>Audition:</b>	Your audition will last approximately 5 minutes. You will play and the judges will speak with you. Choose music that you are currently working on. Ask your teacher to help you pick what piece you should play.
<b>What to Bring:</b>	<ul style="list-style-type: none"> <li>• Your <b>instrument</b> (<i>be sure to bring it home from school on Friday!</i>)</li> <li>• The <b>music</b> you are going to play for your audition.</li> <li>• The <b>lesson book</b> you are currently using at school.</li> <li>• Signed <b>Photo, Video &amp; Recording Release Form</b> (<i>enclosed</i>)</li> <li>• <b>Mom and/or Dad or your guardian(s)</b> – this experience is for all of you!</li> </ul>
<b>What to Wear:</b>	Auditions are a time to make a good first impression, so it is a good idea to wear something that makes you look your best. <i>If possible, try not to wear sport shoes, jeans, or T-shirts.</i>

Your completed application already has three of the four areas that the judges will be scoring (i.e., your parents' answer to questions, the essay that you wrote and your music teacher's recommendation). The only part left is to perform for the judges the best that you can. Show them what you can do!

**All applicants who audition will be notified by mail of the audition results by June 1st.** If you are awarded a private lesson scholarship, your lessons will begin **this fall** and will continue through the 2026-27 school year.

Please make sure to review the terms of the **sample Private Lesson Program Student Agreement** carefully. If your child receives a scholarship, you will receive a personalized Student Agreement that you will be required to sign and agree to its terms.

Be prepared to have a fun time and a great musical experience! We look forward to seeing you on **April 18**.

Sincerely,

  
 Nancy J. Herro  
 Executive Director

**Please contact us right away** if you need to change the session you have been assigned. You can reach me at [info@CivicMusicMilwaukee.org](mailto:info@CivicMusicMilwaukee.org) or (414) 375-4875.

## AUDITION DAY SCHEDULE

- Date: **Saturday, April 18, 2026**
- Location: **First Congregational Church of Wauwatosa**  
1511 Church Street  
Wauwatosa, WI 53213
- Contact: Nancy Herro  
Cell Phone: (262) 370-6129
- Your schedule: Your letter tells you if you are assigned to the **AM Session OR PM Session.**  
*(Please find that on your letter and then highlight it here for your easy reference.)*

### **AM Session:**

- 9:15 - 9:30 AM Check In *(You do not need to arrive earlier than 9:15 AM.)*
- 9:30 – 10:00 AM Parent/Student Orientation Session  
What to Expect in an Audition
- 10:00-10:30 AM High School Showcase Recital Performers to perform and talk with you.
- 10:30 – 11:15 AM Group 1: Thank You Creation Station  
Group 2: Auditions
- 11:15 – 12:00 PM Group 1: Auditions  
Group 2: Thank You Creation Station

### **PM Session:**

- 12:15 - 12:30 PM Check In *(You do not need to arrive earlier than 12:15 PM.)*
- 12:30 - 1:00 PM Parent/Student Orientation Session  
What to Expect in an Audition
- 1:00 - 1:30 PM High School Showcase Recital Performer to perform and talk with you.
- 1:30 – 2:15 PM Group 1: Thank You Creation Station  
Group 2: Auditions
- 2:15 – 3:00 PM Group 1: Auditions  
Group 2: Thank You Creation Station

## 2024-25 STUDENT AGREEMENT YEAR 1

Student Name:  
Parent/Guardian:  
Home Address:  
City/State/Zip:  
Email:  
Primary Phone #:

# SAMPLE

We understand that Student has been selected to receive 25 half-hour private lessons during the 2024-25 school year from a teacher appointed by CIVIC MUSIC and that we must meet the following requirements throughout the term of the scholarship. We also understand that this scholarship is under the exclusive administration of CIVIC MUSIC and that any changes will require authorization by CIVIC MUSIC.

**IMPORTANT: Please review all contact information and make any changes to this form. Any questions or concerns relating to the lessons or the teacher or if your contact information changes, please notify CIVIC MUSIC at [info@civictimilwaukee.org](mailto:info@civictimilwaukee.org) or (414) 375-4875. If you need to withdraw from these lessons for any reason, you must first contact CIVIC MUSIC.**

- We will pay a co-pay fee of \$3 per lesson (\$75 total). We will pay this fee in full by August 31, 2024 or in three installments of \$25 each, payable by August 31, 2024 and November 30, 2024 and January 31, 2025. We understand that no lessons will begin without a first installment of this co-pay.
- We will secure and maintain an instrument in good working order (if an instrumentalist) and the necessary accessories.
- We will purchase all materials required by our teacher (the average cost is estimated at \$10-\$20 per year).
- Student will practice a minimum of 20 minutes per day, 5 days per week throughout the duration of the scholarship. If this requirement is not met, we understand that our teacher may recommend that the scholarship be withdrawn.
- Our family must arrange for transportation to and from lessons and the recital.
- Our family is responsible for scheduling and attending all lessons with our teacher. If we need to miss a lesson, we will give our teacher at least 24-hour notice. If we miss a lesson without notifying our teacher or if we cancel a lesson with less than 24-hour notice, we understand that it will be considered an unexcused absence and the lesson will be forfeited.
- Our family can expect a 30-minute lesson at each session unless we are late. If we are late, we understand that portion of time may be deducted from that lesson.
- Our family understands that if there are 3 unexcused absences or more than 3 excused absences per semester, we will expect our scholarship to be withdrawn.
- Student will attend and perform in the Private Lesson Program Recital in Spring 2025 (Date TBA).

**We acknowledge that we have read this agreement and will abide by its terms throughout the duration of the scholarship, or the scholarship may be withdrawn. We will sign this form and return it by the due date on **June 30, 2024**.**

Scan/email to [info@civictimilwaukee.org](mailto:info@civictimilwaukee.org) or mail to CIVIC MUSIC MKE | 1345 N Jefferson Street, #170 | Milwaukee, WI 53202

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nancy J. Herro, Executive Director, CIVIC MUSIC MKE

\_\_\_\_\_  
Date