



**Application For Instruction**  
**Roberto Venn**  
**SCHOOL OF LUTHIERY**  
 1012 NW Grand Ave Phoenix, AZ 85007  
 (602) 243-1179 Fax: (602) 304-1175  
 email: info@roberto-venn.com

**For class beginning: Enter Fall or Spring and year.** \_\_\_\_\_

**Enrollment Application Procedure:**

1. Complete this Application for Instruction. **Note which course you plan to attend.** (Fall or Spring)
2. Enclose a copy of your **high school diploma and high school transcripts, or G.E.D.** (or recognized equivalent.)
3. **Send a check or money order for \$250\* along with your "Application for Instruction" and a copy of your diploma, transcripts or G.E.D. to the Roberto-Venn School of Luthiery.**

\*The \$250 payment represents a \$50 application fee and a \$200 tuition down payment.

4. Read and sign the "Understanding R-V Training and Course Content" form included with this application.

**Please print or type form**

LAST NAME:	FIRST:	MI:	PHONE:	E-MAIL:
Address:			Social Security Number:	
City, State, Zip Code:			Date of Birth:	
Country:			Sex: Are you Married / Single:	
Are you a U.S. citizen?: Ethnic Origin: Country of birth:			Do you have dependents?: Yes / No:	

**Education:**

GRADE LEVEL:	NAME OF SCHOOL: CITY AND STATE:	DATES ATTENDED:	DID YOU GRADUATE?	DEGREE OR COURSES:
High School				
College or other school attended since high school				
College or other school attended since high school				

**Work experience:**

COMPANY NAME:	CITY/STATE:	POSITION:	DATES EMPLOYED:	CONTACT NAME/PHONE:

List two relatives or contacts residing at two separate addresses other than your own (list their relationship to you.)

NAME:	NAME:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone Number: Relationship:	Phone Number: Relationship:

**\*Please complete both sides of this application as well as the essay section before returning.**

List at least two references that we may contact. This list should include former employers and/or teachers.

NAME/RELATION:	CITY/STATE:	PHONE:	EMAIL ADDRESS:

Do you have previous instrument building or wood working experience? \_\_\_\_\_. If yes, please describe:


Are there any obstacles that you foresee that may delay or prevent your attendance in the class indicated, or do you have any handicaps, physical or otherwise, that could reasonably prevent use of the knowledge or skills gained from the training offered?

IF YES, EXPLAIN.

--

How did you hear about the school?


Would you like to receive all of your future correspondence via email? YES / NO

Would you like to be listed on our roommate service? YES / NO  
(To indicate your interest in sharing housing accommodations with another student)

Will you be applying for Federal Financial Aid? YES / NO

*FOREIGN STUDENTS:*

English language is required for admission. Are you proficient in the English language? YES / NO

Were you referred to the school by a Roberto-Venn graduate?

If so, please write their name here: \_\_\_\_\_

The information on this Application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Application For Instruction

## Essay Section

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Roberto-Venn School of Luthiery is a vocational technical school. Our mission is to prepare graduates for full time positions in the guitar building and repair industry. Please compose an essay that describes your career goals and what you plan to do with your lutherie education.

# Application For Instruction

## Essay Section

(continued)

- 2) Roberto-Venn has limited space for each class. Why should you be accepted to the guitar making and repair course, and how do you think you will benefit from the course at Roberto-Venn?

# Mathematics and Building Guitars

You can't build a guitar without using mathematics. Basic math skills are a necessity if you are planning to attend R-V. We use rulers, measuring down to  $1/64^{\text{th}}$ 's of an inch, and calipers, which measure in thousandths. Don't worry; we'll help you learn to read them. But you have to be able to deal with the numbers once you've got them.

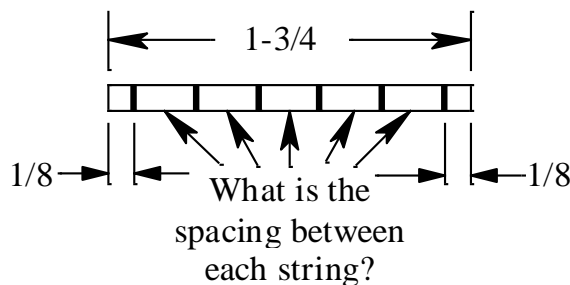
You will be required to take a math assessment test on the first week of class. The following is a sample of a lutherie math test. If you cannot pass this math assessment, you will have a difficult time being successful at Roberto-Venn and in lutherie in general.

1. Your electric guitar fingerboard measures  $1-5/8"$  wide at the nut. You have to draw a centerline. What is one half of  $1-5/8"$ ? \_\_\_\_\_
2. Your acoustic fingerboard will be made of ebony, with wood binding on each edge. Each piece of the binding is  $1/16"$  thick. If the completed fingerboard is  $1-3/4"$  at the nut end, and  $2-5/16"$  at the body end, how wide will the ebony center section be? \_\_\_\_\_
3. The back of your acoustic guitar is  $20-5/8"$  long. You have to divide it into five equal spaces, so that you can locate the back braces.  
How wide is each space? \_\_\_\_\_
4. You are routing the pocket for your neck pickup. It needs to be  $3/4"$  deep. After three passes with the router, you measure the depth at  $9/16"$ . How much further do you need to go? \_\_\_\_\_

The previous examples have dealt with fractions. We also use our calipers, to measure numbers as small as one-thousandth of an inch (.001). The following chart will give you some decimal equivalents.

$1/2$	.500
$1/4$	.250
$1/8$	.125
$1/16$	.062
$1/32$	.031

1. What is the decimal equivalent of  $\frac{3}{8}$ ? (hint: simply divide the numerator (3) by the denominator (8) with a calculator or by long division).\_\_\_\_\_
2. Your electric guitar body consists of a top, glued to the back. The total thickness will be  $1\frac{3}{4}$  inches, or 1.750. If the top finishes out to .093", how thick will the back need to be?\_\_\_\_\_
3. You need a  $\frac{5}{32}$ " drill bit, but you can't read the numbers on the bit. Using your calipers, what size bit are you looking for? (hint: convert to decimal equivalent, divide 5 by 32).\_\_\_\_\_
4. This is a drawing of the nut. The overall width is  $1\frac{3}{4}$ ". The high and low E-strings are each located  $\frac{1}{8}$ " from the ends. You have to fit four more strings into the remaining space. How far apart will they be? (Hint: convert the numbers to decimals!)\_\_\_\_\_



So, how did you do? Are you ready to build a guitar? This is real life applied math. It's the sort of thing that you will deal with almost every day. If you had trouble with these examples, we strongly encourage you to review a basic math book, or get some help and practice before you come to R-V. We want you to succeed. We'll give you as much coaching as we can, and we even have a math teacher come in for a special session. But remember, the more time you spend struggling with the numbers, the less time you'll have to build guitars.

## Understanding R-V Training and Course Content

Nobody likes surprises! We are delighted that you are considering attending the Roberto-Venn School of Luthiery, and we want to be sure that you understand our training program. We assume that you have read the brochure, or looked over our website. You may know someone who has attended the school, or you might have come in for a visit and a tour. So, you probably have a good idea of what's involved. Still, a short recap might help.

The Guitar Making and Repair course is an intensive, five-month long program of study. Classes meet Monday through Thursday, from 8 AM until 6 PM, and Fridays, from 8 AM to 5 PM. During the five month program you will build one electric and one acoustic guitar. These guitars are constructed from scratch, with only a very few pre-made parts. Throughout the course you will be learning and practicing essential guitar repair methods and techniques. Additional instruction is provided in history, design, and business practices. The course is taught with a combination of lectures, demonstrations, presentations, and printed handouts. Roberto-Venn staff, and guest lecturers provide instruction. Student progress is monitored and graded on a regular basis, and quizzes and tests are also given at regular intervals. Upon successful completion of all requirements, students are awarded a "Luthier Certificate." While we cannot guarantee job placement, we will make every effort to help qualified graduates find employment.

The cost of the program is \$10,950. You must also pay for the materials for your student instruments. These costs will vary, due to the wide range of options such as wood selection, electronics, cases, etc.; the cost for the two instruments averages about \$1800\*. There are also some tools you will be required to have. The average cost of these tools varies from \$500 - \$1,300\*.

\*all materials purchases will have sales tax added on.

Remember, we do not provide housing, although we can help you find a place. Housing and other living expenses are your responsibility.

**Please sign and date this form, and return it with your application.** Your signature below lets us know that you've read this summary, our brochure and/or website info, and understand the nature of the training provided here at Roberto-Venn. If you have any questions, please call or e-mail, and we will do our best to provide further details. We are looking forward to having you join us!

---

Student's name

---

Date