

MuCT 320: Score and Part Preparation

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Please download and read the Music Orchestra Librarian Association (MOLA) Document, *MOLA Guidelines for Music Preparation*.

<http://www.mola-inc.org/MOLA%20Guidelines%20Text.htm>

These are the guidelines that we will be following this semester.

General guidelines:

Always count your measures in the score and every part

Number the first measure of a new line

Double-check to make sure that the following items appear in the same bar in every part:

Rehearsal numbers

Mood expressions

Key changes

Tempo changes & indications

Proof and re-proof (you may want to have someone else look things over too)

Page Numbers: Left-hand pages are even, Right-hand pages are odd. The first page of the score is always on the right.

When in doubt, check against professional scores and your band or solo parts (they're surprisingly large!)

Always include the part name in the upper left-hand corner of the first page

Transposing instruments must have transposed parts

Hand-written scores and parts:

Must be clear and easy to read (i.e. make substantial noteheads, not just dots, etc.)

Remember, people read the music on stands so it must be large enough to read.

Leave plenty of room for 16th and 32nd notes passages

Do not hand in originals (please photocopy a clean version)

Computer-generated scores and parts:

You may use either Finale or Sibelius software, but we will demo Finale in class.

Your score must look professional

I typically use 70 pound paper for my scores and parts (heavier and you can't see through)

Binding:

Please bind your final project with a comb or spiral binding. There may be a place on campus that will do this for you, or you can take your project to a copy shop like Kinko's.

If your parts have multiple pages, you must attach them together with tape. The best way to do this is to fan your sheets so that the top page is furthest to the right (approx 1 mm of each page is showing). Make sure that all pages are visible and place tape over the pages and fold it around to the back. This makes page turns much easier.

For future reference:

Vital Presentation Concepts, Inc. (<http://www.vpcinc.com/>) is a good resource for pre-measured tape that is made specifically for music; it comes in various lengths.

TITLE PAGE (2005)

For Woodwind Ensemble:
Flute, Oboe, Clarinet in Bb, and Bassoon

By Composer's Name

Arr. Your Name

(back of this page is blank unless you include copyright info here
rather than at the bottom of the first page of music)

INSTRUMENTATION:

(Include Doublings)

2 Flutes (2nd doubles Piccolo)
2 Oboes (2nd doubles English Horn)
2 Clarinets in Bb (2nd doubles Eb, Bass)
2 Bassoons (2nd doubles Contrabassoon)

4 Horns in F
3 Trumpets in Bb
2 Tenor Trombones
1 Bass Trombone
1 Tuba

Timpani

3 Percussion:

Pitched: (High to Low, relative pitch)

Non-pitched: List Metals (High to Low - relative pitch)

List Woods (High to Low - relative pitch)

List Drums (High to Low - relative pitch)

Piano (doubles Celesta, etc.)

Harp

Contrabass

Transposed Score -or- Score in C (Not Transposed)

Duration: ca. 2'

PERCUSSION KEY

3 drums w/ CYM.

Timpani

Roll with one mallet on the head of the drum, the other on the inverted cymbal

tuning keys:
* = this symbol designates the drum that will need to change its pitch to accommodate the passage

Percussion 1

Marimba, Vibraphone - MAR. VIB. TRIPLE-B

5 Temple Blocks (high to low)
Woodblocks may be substituted

Percussion 2

Gluckenspiel, Crotales, Xylophone - GLOCK. CROT. XYL. MARK T. CLAVES BONGOS B.D.

Mark Tree Claves Bongo Low Bongo High Bass Drum

Percussion 3

CHIMES SLAP-ST SUS. RATCHET LAMB. CHINA CONGAS TAM-T VIBRA-SL

Chimes Slapstick Suspended Cymbal Ratchet Large Tambourine Chinese Cymbal Conga Low Conga High Conga Slaps Tam-tam Vibraslap

Mallets:

- b - brass
- bd - soft, medium-hard rolling (Bass Drum)
- bow - with bow
- fingers = with fingers
- g = gong beater
- hands = with hands
- hr = hard rubber
- mby - medium-hard yarn
- r - rubber
- rth - rawhide hammer
- s - sticks
- scrape - scrape with metal or the handle of a wire brush
- sy - soft yarn
- t = thin metal beater (crotales)
- thumb = thumb roll (Tambourine)
- w = wood (Timpani)
- wf = wood with felt (Timpani)
- wire - wire brushes

Abbreviations:

- L.H. - Left Hand (Piano)
- L.V. - Let Vibrate/Ring
- R.H. - Right Hand (Piano)

Instrument names that appear in boxes indicate an instrument change for the performer.

Instrument names that appear in parentheses () act as a reminder of the current instrument in use.