

NEW MUSIC PREPARATION CHECKLIST

(You will need a pencil, 3 different color highlighters and 3 different color colored pencils)

DIRECTIONS: The following checklist contains everything you should do to a piece of music when you first get it. Going through this process allows you to *study* the music before you ever play it, hopefully saving rehearsal minutes. Please go through the checklist with EACH tune. Neatness counts! **DO NOT RUSH.** Do not use dark high lighter colors.

MEASURE NUMBERS

NUMBER all measures with a #2 PENCIL—count carefully!

TEMPO MARKINGS

CIRCLE any TEMPO MARKINGS with a COLORED PENCIL (only one color!)

KEY SIGNATURES

HIGHLIGHT the KEY SIGNATURE (1 color per signature) as well as any key signature changes in the piece. Color of your choice.

NOTES AFFECTED BY KEY SIGNATURES AND ACCIDENTALS

Go through your music with a PENCIL and mark ALL NOTES AFFECTED BY THE KEY SIGNATURE with the appropriate accidental. Also mark accidentals that should carry through the measure. (Ex. Bb's, Eb's, F#'s, etc.)

DYNAMICS

HIGHLIGHT (**TRACE**) all DYNAMICS using a DIFFERENT COLOR than you used with the key signatures.

ARTICULATIONS

TRACE OVER any ARTICULATIONS with a DIFFERENT COLORED PENCIL. (Legato, Staccato, Accents, Marcatos, Slurs)

MUSICAL TERMS (repeats, endings, fermata, soli, solos, tutti, muted, trill, etc.)

CIRCLE with a DIFFERENT COLORED PENCIL any other important musical terms, or instructions written in the music.

TIME SIGNATURE

HIGHLIGHT all TIME SIGNATURES using ONE DIFFERENT COLOR than you have already used.