Unit Six: Score Preparation

While there is a certain amount of personal choice and flexibility in formatting a musical theatre score, the following guidelines are designed to create a professional looking score that may be submitted to companies for consideration for a reading or a performance.

* Put all the songs in the correct order as they appear in the score (including reprises);
* Number the songs (including reprises);
* Include incidental music that you know about and assign it a number;
* Place page numbers (either cue to cue or page one to end) in the upper outer corners;
* Print music double-sided on standard letter size paper;
* Start each new song on a page on the right;
* Do not use repeat signs, paginate so that the player or singer continues to turn pages to the right;
* Use a single lyric under a single melody line (no second verses);
* Provide a table of contents with a list of musical numbers by the number assigned in the score;
* Include characters who sing in each number on the table of contents page;
* Include page numbers (if possible) for the first page of each number;
* Include the dialogue cue which starts the song in a text box on the first page of each song;
* Include cues for any vamps and safties;
* Include all character names above their entrance enclosed in a box;
* Also, possibly include an initial in the left margin indicating the character who sings;
* Include chord symbols above the piano grand staff to reflect the harmony actually being played;
* Title page should include the title, authors, and the copyright date;
* Do not include the copyright date on every page of the score;
* On the back of the title page, list the title, time, place and cast of characters *(with short description)*
* The next facing page on the right should include the title at top, then the musical score listings;
* Include act and scene numbers, score numbers, title, characters, and page (from right to left);
* Final column on the right will include the running number (to be discussed in Unit 9);
* On the back of that page, list the title again then give the ranges in text and musical notation

*Create the most useful document for communicating your ideas to the performers in rehearsal*

*So that the reading can be the best possible representation of your work*