

PREPARING YOUR MUSIC FOR YOUR PIANIST

There is a method to copying, taping, and hole-punching music together for your pianist that makes it much easier for the pianist to play for you. Properly preparing your music makes a good impression and also makes the time in between your pieces in an audition/jury/coaching much more organized and timely.

PHOTOCOPYING

The copy for the pianist must be legible and complete. Make sure the vocal and piano part are not cut off: check each page to make sure it is straight and not faded, it has no smears from moving the music while copying, it has all of the bass notes at the bottom and the voice part at the top, it has key signatures on the left and the ends of measures on the right. *If you are using an oversized book and you cannot fit it on the page easily, use the reduce button on the photocopier and set it to 93%.* Although you may make double-sided copies, sometimes the notes from one side can be seen through the paper. Also, sometimes a pianist likes to put pages in a slightly different order due to personal preference, which they cannot do if the copies are double sided. It is better to make single sided copies and tape them together. **NEVER** use staples or sheet protectors. Staples can rip a pianist's fingers, and sheet protectors can cause a glare, be difficult to grasp to turn, and cannot be written on if the accompanist needs to make a note to themselves about what you want. Also be careful about printing music from a scanner – many times the printing comes out blurry, which is quite difficult for a pianist to read and hard on one's eyes.

HOW TO ASSEMBLE PAGES

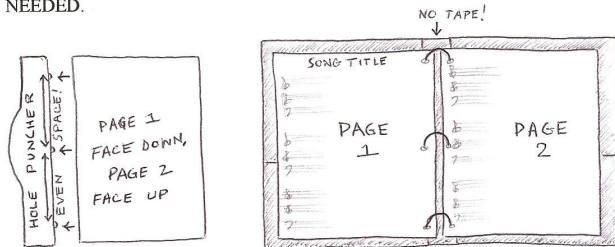
Use scotch tape or white tape **ONLY**. Do not use packing tape, painter's tape, masking tape, colored tape, or duct tape. For back-to-back pages, tape music in these **THREE PLACES**: top and bottom corners of back to front pages and a length-wise piece in the middle. Tape does **not** go on the same side as hole punches. When taping a fold out page, make sure the pages touch but do not overlap. Do not leave a gap between the pages or the sticky part of tape will be exposed. Tape the pages together with a seam of tape on the back side of the music (where there is no music printed).

ALWAYS lay out your music first and CHECK the page order BEFORE hole punching/taping.

ALWAYS check the hole puncher to ensure the punches are evenly distributed BEFORE punching.

2 PAGES

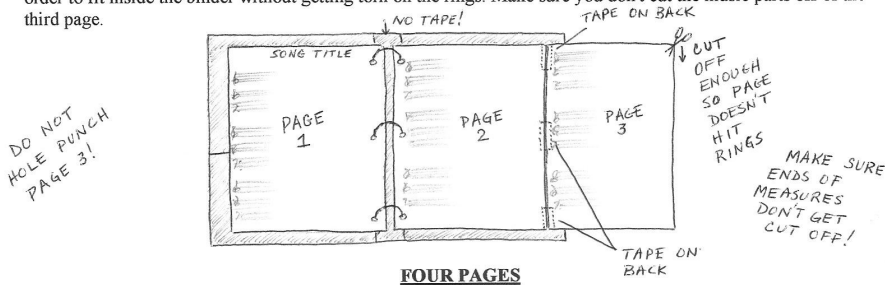
Three hole punches in the middle, place the first page to the left, and the second page to your right. **NO TAPE NEEDED.**



Created by Kristina Driskill

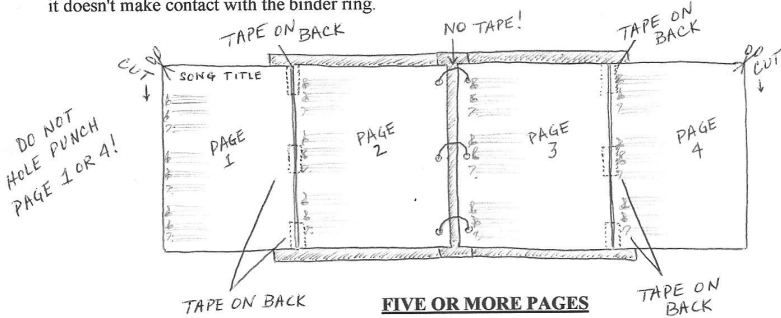
THREE PAGES

Same as two pages, but tape the third page to the second page. You need to cut the edge of the third page in order to fit inside the binder without getting torn on the rings. Make sure you don't cut the music parts off of the third page.



FOUR PAGES

Only hole punch the second and third pages of the music. Tape the first page to the left side of the second page and tape the fourth page to the right side of the third page. Cut the edge of the first and fourth pages so that it doesn't make contact with the binder ring.



In order to decide if the first or last page should fold out, look at the original score. If the first page is on the right side of the book, make it a fold out. If it is on the left side of the book, make it the first hole-punched page. A 6-page piece should have both the first and last pages folding out. Write a note on the front that lets the pianist know that the last page folds out as well so s/he does not encounter this as s/he is playing!

