Preparing your score for performance

1. Composer Name, Title, Instrument Names
Composer's name, title of work, names of the instruments visible at the side of the first line of music (if two violins, list them as violin I and II). In Noteflight, you can go the the instrument menu (the guitar icon in the toolbar) and drag parts to their proper position.

2. **Key Signatures and Accidentals**
Make sure there is a proper key signature. For example, if the work has none, but consistently uses F# and C#, you can Select All and change the key signature to D major (in Noteflight, that's the # symbol in the upper toolbar; if that's not visible, go to Settings [the three horizontal lines in the upper left of the tool bar] > Measure> Change key signature).

3. **Dynamics and Crescendos (below the music)**
Make sure all parts have an opening dynamic mark, as well as one after more than a few measures of rest. For crescendos and decrescendos, make sure they make sense and have a starting and ending point (for example, a clear crescendo from piano to forte).

4. Technique Markings (above the music)
Please be sure to give the performers directions on *how* to play the music, not just what to play. You can use traditional Italian or German text markings (***dolce or pesante****,* for example)*,* or you can certainly write in a more modern language (***sweetly or heavy***)

Articulation Markings (above the music), like arco or pizz. go above the staff not below. If a string player switches to pizzicato at one point, you must mark "arco" when they return to playing with the bow.

4.**Multiple Measure Rests:** In Noteflight, if parts have multiple bars' rest in a row, make sure to go to Formatting and check the box that says "Automatically create multimeasure rests". Also, do a quick scan to make sure that all whole rests are in the middle of the bar. If you find one, select the measure and hit Backspace (or Delete) and the bar will reset. Otherwise, such a bar won't show up in the multi-rest, but will be a single bar rest.

5. **Rhythmic notation**: make sure everything in the piece conforms to standard practice. Non-standard rhythmic notation can waste a lot of time in rehearsal, so be extra careful that your rhythmic notation clearly shows each beat.

6. **Rehearsal Letters:** Please add rehearsal letters at the beginning of each new section, and also at clear landing spots in the middle of entire sections. Don't be too shy with adding rehearsal letters, as they are incredibly useful for rehearsal.

7. **First page of the score:** On the first page of the score, it should look like the one below. Make sure you have a title, your name, a metronome marking, a direction on *how* to play the music and a starting dynamic for each instrument when they enter.