

CHART CHECKLIST

General Rules for post-composition, transposed charts

Rhythmic

1. divide notes and rests along major beat divisions
2. rests always land on downbeats
3. correct articulation, stem direction and connection, and note length - especially when multiple people are playing the same rhythm

Pitches & Chords

1. when using chromatics, try to use sharps when going up and flats when going down
2. when using chromatics, try to use sharps when going up and flats when going down
3. use a key signature as needed - if your tune has many key centers, write it with no key using accidentals
4. match spellings of accidentals to chords and spellings of chords to each other
5. group flats with flats and sharps with sharps when appropriate

Layout & Road Maps

1. bar numbers, rehearsal letters, and the road map match on all parts
2. use notated or lyrical cues when applicable
3. give horn players and singers time to breathe - brass more than woodwinds
4. for long charts, make sure page turns are buffered by rests
5. system breaks line up with phrases and coda has an indentation if applicable