**FORMATTING LEAD SHEETS - 5/22/23**

**What do we want to accomplish?**

* We want to have repetitive information located in the same place and formatted the same way on all of our lead sheet pages.
* We want to format our lead sheets in a way that beginner ukulele players can understand where the beats line up with the melody.

**Margins:** To maximize the space on each page:

Top and Bottom 0.5.” Left and Right 0.6” to allow for binder holes.

**Font:** Arial 14 point, Black Bold. If there is an important need to reduce line length, the font size can be reduced down to 12 point, but no smaller.

**Heading**: One or two lines as needed.

**Song Name (**key**) Rev 1** mm/dd/yy  **arr. by** name **for the Delta Strummers**

**Notations:** Listed just below the Heading when needed. Examples:

**NOTE: For this song only, unaccompanied chord symbols = 3 foot tap beats.**

**NOTE: For this song only, unaccompanied chord symbols = 4 foot tap beats.**

**NOTE: Fast Waltz Time: Tap your foot on just the “1 - -” of “1 2 3.”**

**Intros:** The default time signature is 4/4. 3/4 Waltz, Fast Waltz, and tempos are listed at the beginning of the intro line. A strum pattern can be added when desired: Rock, Ballad, Swing, Calypso, etc..

**xxx bpm: C-4 F-4 etc.**

Except at the end of a line, don’t use any beat symbols higher than: **-4**

**3/4 Waltz Time xxx bpm: C-3 F-3 etc.**

Except at the end of a line, don’t use any beat symbols higher than: **-3**

**Fast Waltz Time xxx bpm: C-4 F-4 etc.**

Except at the end of a line, don’t use any beat symbols higher than: **-4**

**When not to sing or play:** The default is to play and sing except for the intro. When not to sing or play, and when to resume singing or playing must be clear. The default location is top left. Examples include:

**DO NOT SING RESUME SINGING**

**ONLY SOLOISTS PLAY RESUME PLAYING**

**ONLY SOLOISTS SING AND PLAY RESUME SINGING AND PLAYING**

**All Chords, Beats, Strums, and Tacets** line up with lyrics. We will use C chords as an example, but these symbols work for all chords.

**C** C chord, but no beats yet.

**•** One beat dots are only used for detailed timing clarification.

**/** One beat rapid crash down strum

**§** One beat slow down strum.

**-4** Four beats

**C•** C chord played for one beat

**C/** C chord with a one beat rapid crash down strum

**C§** C chord with a one beat slow down strum

**C-4** C chord played for four beats

**○** One beat tacet (don’t strum)

**Where you usually sing but don’t strum: TACET . . . . . G-2 C-2 D-2**

 **Well, shake it up, baby, now (Shake it up, Baby)**

**Where you slow down:** Use **/** or **§** for single strums and space out the words.

**RITARD . . . . . . . . . . . . . . . . . . . . . . . . .**

**D7/ / / / / / G§ § C§ G§**

**Soon it will be Christ - mas day**

**SOLO SING ALL PLAY** Place yellow highlighted notations at the top left.

Use notations and place a 2 1/4 point dash border around **Chorus**, **Bridge**, **Refrain**, **INSTRUMENTAL**, and **Outro**. Italicize the words in an instrumental.

**INSTRUMENTAL**

**C// -2 -4 F// -2 -4 C// -2 -4**

 ***Where it be-gan, I can’t be-gin to know-in’ But then I know it’s grow-in***

**Split the intro when needed for a strong vocal start to a song**.

**xxx bpm SOLO: G7-2 C7-2 F-4 ALL: G7-2 C7-2 F-4**

**xxx bpm SOLO: 1-2-3-4 ALL: G7-2 C7-2 F-4 G7-2 C7-2 F-4**

**Dashes can be used to separate syllables**, making it easier to line up symbols.

**This: C F Not This: C F**

 **Sweet Car-o-line Sweet Caroline**

**When a line ends with 2 or 3 beats and there are 1 or 2 more beats on the next line:**

**G-4 G-2 G-4 G-3**

**Da Da Da Da Da Da or Da Da Da Da Da Da Da**

**G-2 F-4 G• F-4**

**Da Da Da Da Da Da Da Da Da Da Da**