STRUMMERS' LEAD SHEET GUIDELINES – 2022 08 08

1. **Goals**
   - A lead sheet must be formatted so it can be understood by those who are learning the song.
   - The number of beats in an intro must indicate when to start playing.
   - Chord symbols must line up accurately with the lyrics.
   - The number of beats between chord changes must be readily apparent.
   - When not to sing or play, and when to resume singing or playing, must be totally clear.

2. **Page Margins:** To maximize the space on each page:
   Top and Bottom 0.5."   Left and Right 0.6" to allow for binder holes.

3. **Font**
   Heading - Personal preference:
   Arial Bold 12 to 16 pt.
   One or two lines
   Master Lead Sheet (key**) Rev 1 (**time signature**) (**xxx**) bpm**
   (date**) arr. by (**name**) for the Delta Strummers**

   Body: Arial 12 point, Black If there is an occasional need to reduce line length, the font size can be reduced down to 11.5 or 11 point, but no further.
   Chords & Strums: Bold
   Lyrics - Personal preference:
   Light or Bold
   Normal/Roman or Italicized.
   Beats & Instrumentals: Gray50

4. **Chord, Beat, & Strum Symbols:**
   C   A one beat C chord lined up relative to the lyrics.
   /   A one beat down strum lined up relative to the lyrics.
   C/   A one beat C chord down strum lined up relative to the lyrics.
   •   One beat lined up relative to the lyrics where needed to help a learner understand.
   (6)   Six beats.
   G(8)   A G chord lined up relative to the lyrics and played for eight beats

   C// (6)   **F// (6)**   **C// (6)**   **G(8)**
   Where it began,   I can't begin to know-in'   But then I know it's growin' strong

   Dashes can be used to separate syllables, making it easier to line up symbols.
   This: **C(4)   F(4)**   **Not This:**   **C(4)   F(4)**
   Sweet Car-o-line   **Sweet Car-o-line**

   This: **C • • • F • • •**   **Not This:**   **C • • • F • • •**
   Sweet Car-o-line   **Sweet Car-o-line**

5. **Additional Beat & Strum Symbols** – A notation describing what the symbol means is placed at the top of the page, beneath the song's name or wherever it's easily understood.
   NOTE: ○ = One beat tacet (don't strum) on a beat that lines up with the lyrics.
   NOTE: § = One slow down strum on a beat that lines up with the lyrics.
   NOTE: vvvvv = A five beat tremolo. Usually at the end of an outro
   NOTE: For just this song, unaccompanied chord symbols = x beats.
       C = x, C • • • = 4, etc.

6. **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 totally clear.

DO NOT SING	RESUME SINGING
ONLY SOLOISTS PLAY	RESUME PLAYING
ONLY SOLOISTS SING AND PLAY	RESUME SINGING AND PLAYING
Etc.	

7. If there is any confusion when a line ends with 6 beats and there are 2 more beats on the next line:
      G(6)   or   **G** • • • • •
      Da Da Da Da Da Da   Da Da Da Da Da Da
      G(2)   **F(4)**   **G** • **F** • • •
      Da Da Da Da Da Da   Da Da Da Da Da Da

8. **Ritard and Tacet**: Italicize and place periods until the ritard or tacet ends.
      ritard . . . .
      G • F • Em • Dm • C/

9. **Introductions and Instrumentals:**
      C(8)   **F(8)**   **C(8)**   **G(8)**
      Or
      C// (6)   **F//** (6)   **C//** (6)   **G(8)**
        Where it began,   I can't begin to know-in'   But then I know it's growin' strong

10. **Use 2.5 point dashes** around Choruses, Bridges and Refrains.