**Traughber Band Music Annotation Guide**

1. First and Last Name printed at top of each page
2. Number each measure (small and neat)
3. Key Signature
   1. Circle and identify notes in the key
   2. Mark all notes effected by the key as they occur in the music
      1. Flats, Sharps & Naturals are placed **before** the note head.
      2. Mark fingerings of these notes as needed
      3. Highlight frequently missed notes
   3. Repeat this process when the key signature changes in the selection.
4. Time Signature
   1. Circle the top number of the key signature.
   2. Repeat this process when the time signature changes in the selection.
5. Accidentals
   1. Locate accidentals and mark the note if it returns in the same measure
   2. Mark fingerings of these notes as needed
   3. Highlight frequently missed notes
6. Rhythms
   1. Circle any rhythms which are new or unfamiliar to you
   2. Write as many counts in on that measure as you are able to
7. Signs & Symbols
   1. Write the English translation of all tempi and style indicators
   2. Highlight all dynamic indicators including crescendos and decrescendos
   3. Find, identify and highlight any special directions: repeats, D.C. al fine, etc.
8. General Technique
   1. Locate any notes you are not familiar with
   2. Look up the note in your fingering chart.
   3. Write the note name in and confirm the fingering