CHEAT SHEET:
PREPARING AN INTEGRATED SCRIPT AND SCORE
FOR SUBMISSION TO NMI

This document is meant to be a cheat sheet to reference when preparing your integrated script and score, and not a replacement for the rest of the Format Guidelines (which are much more detailed in each arena.)

RATIONALE:
The proper preparation of an integrated script/score is a tool that saves a huge amount of time in the rehearsal/workshop room (where time is at a premium).

One of the goals of an integrated script/score is to allow actors to be able to remove music once they're comfortable singing off of just the lyrics; or to remove the lyric pages if they're going to be singing from the music pages.

This means planning ahead so that they can remove *only* the lyrics, or *only* the music. Which means that the book, the lyrics, and the music all need to begin on the right-hand side of your double-sided integrated document (so that there are no dialogue sections on the back-side of the last page of music; and no lyrics on the back-side of a page of dialogue, etc.). This means that from time to time within a document, you will need to add blank pages – to force the book or lyrics or music to begin on the right-hand side (odd numbers) of the document.

You will NOT add these blank pages in either your Book/Lyrics document or your Music document – you will do so after those sections have been prepared separately.

The following instructions will walk you through preparing the Script document and the Score documents, and then integrating them into one document – step by step.

NOTE: For the purposes of the integration process, BOOK refers to all of the dialogue that happens when there is no music happening. LYRICS refers to all lyrics and/or dialogue that happen once music starts and until it ends. MUSIC refers to the notated music for a song, and includes all lyrics and dialogue that happen during that song.

PREPARING THE BOOK/LYRICS

The following steps are meant to be a short-form overview. Detailed information on all the format requirements for the dialogue and lyrics (book) of your musical can be found in ANMT's Format Guidelines in the section called THE SCRIPT. You can find a copy of the Format Guidelines by going to the Core Curriculum Home Page and clicking the tab for GENERAL DOCUMENTS. You should download and print out your own copy to keep handy for reference.

1. Assemble all dialogue scenes and lyrics into one document, making sure you are using the correct margins, indentations, capitalization, etc. *Never* use tabs or spaces or returns to get your formatting to look right. Make sure you use *Styles*. Trust us on this – if you do this right, it will save you so much time once you start revising. And you *will* be revising!

2. Make sure you know the different formatting required for a "top-of-scene" stage direction; a regular stage direction; and an "aside."

3. Set up page numbers using a Header. Place your page numbers in the upper right-hand corner. ***DO NOT ADD BLANK PAGES AT THIS POINT – THAT COMES LATER.***

4. For each song, make sure there is a Song Cue Reference in the script at the exact point where the music is to begin.

5. *NOTE that at this point, you will have the version of the Script that you would send to a producer who wants to read a copy of your musical. (Your producer won't want to see hard page breaks or the inclusion of a score for an initial submission.)*

6. Review your entire document, and after each Song Cue Reference, enter a hard page break.

7. Likewise, after each Lyric, (which includes all lyrics *and* dialogue from the moment the music has started to the moment the music ends) make sure there is also a hard page break. (Which often means that some dialogue will happen *after* the Song Cue Reference and *before* the lyric – because when dialogue is underscored, it becomes officially part of the Lyric. Anything that happens after the music begins to play – whether it is dialogue or lyric – is part of the Lyric. This remains true up until the music stops – so if a line of dialogue is spoken while the music is still playing – it is officially part of the Lyric.

8. NOTE that you are not yet including the title page, character breakdown, etc. unless you are quite confident you can keep the page numbering of your script (starting from page 1) to *not* include the front pages.

PREPARING THE MUSIC

The following steps are mean to be a short-form overview. Detailed information on all the format requirements for the score of your musical can be found in ANMT's Format Guidelines in the section called THE SCORE. You can find a copy of the Format Guidelines by going to the Core Curriculum Home Page and clicking the tab for GENERAL DOCUMENTS. You should download and print out your own copy to keep handy for reference.

1. Make sure each of your song cues are numbered (and have a header on each page with that same number, the title of the song, and the page number for the particular song)

2. Make sure you have included all boxed character names (as well as courtesy character names where needed); that *all* dialogue during a song is in the script (although stage directions can be omitted or truncated); that your lyrics are properly hyphenated; that you have included chord symbols in the right place and properly spelled; that you are beaming to the beat; that you are NOT using the bass clef for any male voices; that you have separate staves for each character (unless multiple men or multiple women are singing completely in unison); that you are hiding unused staves; and that you keep your staves in order of voice type from highest to lowest (no matter who is the "lead" in the song).

3. Make sure that the Cue at the top of each song follows the proper formatting – and that it is the same as the final words on the page where the Song Cue Reference is placed in the script (See #4 in the Script section above).

4. Add a page numbering Header to your score with numbers in the upper right-hand corner.

5. Generate your Vocal Ranges Page according to the format guidelines and make sure that whomever is compiling the final document has access to it. (See notes at the end of this document for some hints on how to prepare this page.)

A NOTE ABOUT PAGE NUMBERING

At the end of the day, your completed document will have *three* sets of page numbers. Take a moment to let that sink in.

This is because the Script (Book/Lyrics) will have one set of page numbers – in the upper-right corner – that will still work when the Script is prepared separately from the score. With no extra page numbers for blank pages, and no allowance for the insertion of music. This is the set of page numbers that a producer will use when they are reading your Script without the score involved.

Likewise, the Score will have its own set of page numbers (alternating between the upper right and upper left…always on the outside of the page). You can number each cue starting from page one – OR – you can number the score continuously through each cue. The continuous page numbering is the one you will want later when you eventually prepare a final Score Only copy.

So where is this rumored *third* set of page numbers? This is what we call the Running Page Number – which will be centered on the bottom of each page of your document – Book, Lyric, Music, Blank Pages, and all. This number is the one that will be used by your director/md/cast during rehearsals.

The next section will talk about how to prepare yourself to create this third set of numbers.

INTEGRATING YOUR SCRIPT AND SCORE

There are two different ways to prepare your integrated script and score, depending on whether anyone on your team has access to PDF Editing Software or not. Either way is acceptable.

IF SOMEONE ON YOUR TEAM HAS A PDF EDITOR

1. Make a PDF of your script (with all the scenes, lyrics, hard page returns, and page numbers in the header).

2. Make separate PDFs of each of your individual music scores (still keeping the page number from the full score PDF).

3. Open up the PDF of the script, navigate to the page *after* the last page of a Lyric, and then insert the appropriate score pages.

4. Once all the score pages have been inserted, add a Footer to your document and insert a page number at the (bottom) center of the page.

5. Review your document, starting with page 1, and make sure that the first page of each section of Book has an ODD page number; that the first page of each Lyric has an ODD page number, and that the first page of the Music has an ODD page number. As you go along, if you find that either the first page of Book or the first page of Lyric or the first page of Music is starting on an even number – you should insert a Blank Page. (Note: you will want to create a PDF of a single blank page that you can use over and over again with every project you do).

6. Make sure that once you are finished (and anytime you make changes) – you re-generate the Footer to make sure the page numbers are properly updated.

IF NO-ONE ON YOUR TEAM HAS A PDF EDITOR

1. Print out a *single-sided* copy of your script (with all scenes, lyrics, hard page returns, and page numbers in the header).

2. Print out a *single-sided* copy of your entire score (all notated music), with its own page numbers in the header.

3. Put the two piles (Book/Lyrics and Music) in front of you and start turning the pages of the script. After the hard page break at the end of a Lyric section, insert the appropriate Music pages.

4. One you have integrated all of the score pages into the script, go back to the beginning of your compiled document, and write the number "1" – centered – at the bottom of the first page. Continue to write numbers on the bottom of each page (front side only since you are making a single-sided master copy) – making sure to *stop* each time you reach the hard page break between Book and Lyric or between a Lyric and Music or between Music and the next section of Book. If the next number you would write is an ODD number, go ahead and do that and continue. If the next number would be an *even number*, you should *stop* and insert a blank piece of paper and write the even number on that piece of paper, so you can write the next *odd* page number on the first page of the next section of Book, Lyric, or Music.

5. Go through your completed document and make a note of the page numbers (for your Table of Contents) as follows:
   - record the Script Page Number (upper right corner) for each Song Cue Reference
   - record the Running Page Number (center bottom) for each first Score page

PREPARING YOUR FRONT PAGES

Each integrated script/score needs a series of pages at the beginning, before the actual script and score begin. It can be best to assemble these pages *after* all of your other prep, because they are not part of the same page numbering system as the script and score.

1. TITLE PAGE – the title of your show, along with the credits for the writing team.

2. SETTING PAGE – your cast of characters, along with the time and place of your show. (Note that for the 15 Minute Musicals, you must also indicate which Actor Type will be playing each role, ie. "Soprano" or "Baritone").

3. MUSICAL NUMBERS PAGE – a list of your musical numbers, with the same Cue numbers that will be found in the Song Cue Reference in the script as well as the title and subsequent header pages of the Music.
   You must also include an indication of the Script Page Number and the Integrated page Number. (See #5 in the section above for an explanation of the difference between these numbers).
   NOTE: you will not be able to complete these numbers until you have finalized your integrated script score. But it is acceptable to hand-write these numbers in if you want to have this page partially prepared ahead of time.

4. VOCAL RANGES PAGE – the vocal ranges of each of your characters. The composer will generate this and make sure it is available at this point in the preparation of the document.

5. These front pages do not need to have page numbers on them (although you could use lower case roman numbers – i, ii, iii, etc.) if you like. Noting that there should be no page number of any kind on the Title Page.

WARNING: Be *very careful* when you add these front pages to your document. If you have generated four pages (one page for each of #1-#4 above) – then you can simply add these pages to the front of your document (either print out each document – single-sided – and put them on top of your printed single-sided script and score, or make a PDF of the four pages and insert them into the beginning of the PDF of your integrated script and score.)

But if you have an *odd* number of pages (i.e., your setting page is actually two pages; or you combine your musical numbers and vocal ranges into one page) – then putting these pages at the front of your carefully prepared integrated script and score can be *disastrous* as it will throw off your double-sided copying and make all your even numbered pages appear on the right and your odd numbered pages appear on the left.

To be safe – consider copying your front pages separately from everything else, and adding them to the front of all of your copies later. ***YOU HAVE BEEN WARNED***.

TAKING YOUR DOCUMENT TO THE PRINTER

1. Take either the PDF of your integrated script and score *or* a single-sided printed copy of the whole thing to your printer and ask them to print *double-sided copies*. Please also check again on the warning above to make sure your front pages don't ruin all your hard work!

2. Make sure your copies are three-hole punched – but with *no* fasteners or brads. You may use paper clips or colored paper to keep copies separate. NMI will provide binders once you turn in your scripts.

3. Printing copies of scripts costs money. If you get it done at least a day in advance, you can usually get a cheaper price (NoHo Copy at the intersection of Lankershim/Vineland/Camarillo will do 4 cents per page for scripts left overnight – but their weekend hours are not the greatest – so you'll have to plan ahead).
    But make sure that your team has set up a plan for how to distribute the copying costs equitably so no one team member gets stuck with all the expense.

4. Please also note that there is no *requirement* to take your script to a printer. If you prefer, you can certainly print out all the copies yourself from your own printer. Just note that this isn't necessarily practical if you are printing many copies of each script, or if your personal printer isn't good at handling double-sided copies.

OTHER REFERENCE SOURCES

Remember that detailed information on all the format requirements can be found in ANMT's Format Guidelines. You can find a copy of the Format Guidelines by going to the Core Curriculum Home Page and clicking the tab for GENERAL DOCUMENTS. *You should download and print out your own copy to keep handy for reference.* The Format Guidelines also contain annotated examples of the Script and Score so you can see the formatting in action; as well as a sample Integrated Script/Score that you can review.

Please also note that there are some great Tutorial Videos to walk you through all of these processes. You can find these on the Core Curriculum Home Page under the tab LINKS – then click on the button FORMATTING VIDEOS. Here you will find a video tutorial for preparing the Script, one for preparing the Score; a couple on using Word to format your script; and one that walks you through the process of integrating the script and score. **NOTE that the video on integrating also includes great info on how to treat anomalies such as: underscored dialogue; short cues; through-sung musicals; and back-to-back cues (eg. segues or attaccas).**

VOCAL RANGES PAGE

Composers: Here is a quick tutorial on creating your Vocal Ranges Page to send to your bookwriter or whomever is assembling the front pages of your Integrated Script/Score.

1. Create a two-bar piece of music with multiple staves (one stave for each character part):

2. Identify each character with boxes

3. Input a whole note in each of the initial bars, corresponding to the character's lowest note

4. Input a whole Note in the second bar corresponding to the character's highest note

5. Find a line tool which will draw a diagonal line up from one whole note to the other

6. Hide time signatures

7. Hide key signatures

8. Hide the bar line between bars

9. Define the right margin so as to make the two-bars appear only about an inch or inch-and-a-half.

10. Label the page "Vocal ranges"

11. Print as pdf

There are other ways to get fancy with two columns, but a single column is fine.

PDF EDITOR OPTIONS

If you are looking for a PDF editing option that isn't as expensive as purchasing the full Adobe Acrobat, there are a number of options out there worth trying. Here are a couple to get you started:

ApowerPDF
https://www.apowersoft.com/pdf-editor
This is an online editor, but it does everything you would need for your Integrated Script/Score, and it is free.
There are two options on the ApowerPDF homepage: 'Launch Online' and 'Download Desktop'. Despite appearances, these aren't the same tools. The desktop software is only a trial of a premium product, and will watermark your edited PDFs. Click 'Launch Online' and you'll be prompted to download and run a small launcher app, after which the online editor will launch.

PDFelement
http://download.wondershare.com/pdfelement6-pro_full2990.exe
PDFelement is an outstanding Windows 10 PDF editor which is a worthy alternative to Adobe Acrobat, which has been widely regarded as the industry standard when it comes to PDF editing. There is a free trial, but if you choose to use it you will have to purchase the paid version at a price of $99.