

1. Sign out sets for concert series
2. Ensure parts are in score order (according to the score!)
3. Ensure parts are numbered with “piece number – part number” i.e. 399-01 (Score is always part number 01)
4. On distribution list, enter year of concert and circle concert session
5. Across the top, enter the titles and numbers of each piece
6. Down the left, enter names of Section Leaders or the person you will be giving sectional parts to
7. Enter range of part numbers you are giving to Section Leaders, i.e. 02-08, 14-16, 33-42
8. Give those parts to the Section Leaders with a sectional distribution list
9. Ensure Section Leaders understand how to complete the distribution list
10. Section Leaders: Across the top, enter the title and number of each piece
11. Section Leaders: Down the left, enter player’s name
12. Section Leaders: Enter the number of the part given to each player
13. Section Leaders: After each concert session, ensure all parts are collected and accounted for.
14. Section Leaders: Highlight/ circle missing parts, and return all parts and distribution list to librarian
15. Collate all parts in score order
16. Ensure all parts are present, sign sets back in, file distribution lists
17. Request player invoices for missing parts