

Cypress Choral Music - Composer Checklist

(for your convenience)

- 1) Sign the Contract and return - email via PDF
- 2) Register with SOCAN. Cypress IP# 710703193. - *(50/50 split composer/publisher)*
- 3) Spelling and correct hyphenation *(use a dictionary please)* Is it “mu-sic” or “mus-ic”?
- 4) Slurs and ties - *(don't get them interchanged, please)*
- 5) Breath marks – *(sing through each phrase yourself and consider clear diction)*
- 6) Accents – *(tenuto, staccato, etc)*
- 7) Dynamic markings – *(every hairpin should have a beginning and ending dynamic)*
- 8) Accidentals and reminder accidentals
- 9) Credits and dedications
- 10) Rehearsal marks – at key junctures in the music *(e.g. verses and choruses)*
- 11) Spacing and legibility
- 12) Word extensions
- 13) Piano reduction *(for a cappella compositions)*
- 14) Send Sibelius files *(or XML files from Finale)*
- 15) Translations, if required - *(also a spoken audio file from a native speaker)*
- 16) Blurb for your piece *(100 words or less)*
- 17) Type out the lyrics carefully - exactly the way you wish to see them on your webpage
- 18) Photo and short biography *(what you've done rather than what you are going to do)*
- 19) Fill in the form - *(all about you for royalty payments)*

