

## Instructions for the Percussion Assignment Spreadsheet \*

1. Check with your director about any personnel changes. Arrange to get the new percussion music a week or so before the first rehearsal.
2. Write titles in concert order in the first column on the spreadsheet. Go through the parts for each piece and pencil a check in each cell (box) where a player is needed. Use an X for xylophone and V for vibes in that cell. Begin penciling players' initials in the cells. (Initials are less to erase when you change your mind!)
3. Know (or learn) your players' strengths and weaknesses. Assign better players to difficult parts and important solos. Watch for easy parts that less-skilled players can play with confidence. If you know that someone new will be joining the section, call or email them and ask about their background, strengths and preferences.
4. If you have many players, pencil initials of Tacet players in that column. Total the times each players sits out, and adjust assignments so everyone takes turns.
5. Move people to different instruments from piece to piece, so they can improve their skills in different areas. You will develop a more well-rounded section than if one person always plays timpani. When players are comfortable on multiple instruments, you can be more flexible with last-minute changes.
6. When you finish tentative assignments, type the names in the spreadsheet. If your players are covering several instruments each, you can fit more words in the cells by using a smaller font or "wrapping the text." In Excel, select the desired cell, then go to "Format cells" in the tool bar. Click on "Alignment," then enable "Wrap Text." For example, if Barbara plays both snare and suspended cymbals, you can fit "Barbara + sus cym" in one box in the Snare Drum column.
7. Pencil each player's name and assignment on all of their parts. Sort the music into John's parts, Mary's parts, etc. When handing out the music, explain that changes may be necessary "for the good of the band." Let them know that it's OK to request an easier part if they think one is too difficult.
8. Email the spreadsheet to your director. Make two copies to take to rehearsal – one for yourself for quick reference, and the other where all the percussionists can check it.
9. Write notes on your copy during the first rehearsal. Make changes at home, print a new chart for the next rehearsal, and send the edited version to your director.
10. Instead of feeling exhausted after a parts-grabbing session on new music, enjoy your efficiently-organized percussion section and have fun!

*\* To be used with the ACB Percussion Assignment Form located on the ACB Web Site ([www.acbands.org](http://www.acbands.org)). Example available in ACB Percussion Assignment – Sample.PDF*