

Upward and Onward Productions Charted Music Instructions

Upward and Onward Productions LLC is an up-and-coming production company with a talent pool with various companies, institutions and groups. This includes Broadway & Off-Broadway, regional and international theater, and various cruise ship companies.

Upward and Onward Productions's post-production team of creative and artistic directors, editors, designers, audio engineers, arrangers, writers and composers deliver full comprehensive post production services. In an era where the cutting edge of technology is constantly changing and being redefined, Upward and Onward Productions is committed to staying at the forefront of everything that is possible, technically and creatively. Our production team believes that the artist comes first and understands what the artist needs because we are artists as well. Our production team are experienced performers with years of artistry – singing, writing, producing, arranging and composing on stage and in studio.

We offer the following post production services to our clients:

- **Audio**
 - Sound Design
 - Backing Vocals
 - Surround Sound Mixing
 - Track Laying
 - Track Mastering
 - Audio Clipping and Editing
 - Demos
- **Online Upload**

To ensure a quality new project is packaged for our clients in a timely manner, the following specifics are required from the client to make the editor's job easy:

- a. If your project is a complete arrangement, it needs the MP3/ music track(s) of the song or medley.
- b. If your project is a partial arrangement, present charts/ sheet music, MP3/ music, and order of arrangement are needed.
- c. Lyrics are needed for original and covered material.
- d. If you have an original arrangement to an existing song/ arrangement/ medley, the items listed above are needed (refer to letters a-c).
- e. If your charts need to be doctored up, rearranged, cut down and/ or added to, please provide the existing chart with the sections marked if you're able to follow music. (*If you're not able to follow music, please provide a voice memo or schedule a live phone conversation to sing through each part and section or explain changes needed.*)

- f. If charting for a band, a singer, and/ or orchestra, the amount of singers and musicians along with their vocal parts and instrument parts/ titles must be provided.
- g. MP3 files are acceptable for editing. If mixing and mastering are needed, WAV files are the preferred format.
- h. If you can't provide an audio track, please provide us with the style of song, genre, groove, tempo, and examples of artist(s) and/ or band(s) that will provide inspiration.
- i. When the new project is set and audio is received, we need to know if the chart is needed for a portion of the song or the entire song (ie. Song format – Verse, Chorus, Verse; Verse, Chorus, Bridge; etc.)
- j. If a track is needed as well, please specify if you would like an exact match from the chart that was written or a partial match.
 - o (ie. Exact track – each line, section, measure and page will match up with music, instrumentation and/ or vocals in its entirety)
 - o (ie. Partial track – will need to be discussed and agreed upon between the client and production team; would be half of the exact track or specified parts, etc.)

****If it is required, all of these items listed above need to be compiled in a shared Dropbox file, some emailed and some links shared from video links/ music links.****

Prices are a negotiable rate based on the product requested. Once the production team has a breakdown of services needed and fully reviewed your new project request, an estimate will be provided.

All project completion dates will be discussed/ determined once all requests are met by the client.

Should you have any questions, please do not hesitate to contact the production team at upwardandonwardproductions@gmail.com.