

## LYRIC SHEET PREPARATION GUIDE

### 1. THE LYRIC SHEET

Use the sample below as a guideline for preparing your lyric sheet for legibility. We prefer that you prepare your lyric sheet in this manner so that it fits the format our professional session vocalists are accustomed to working with. It makes the lyrics easier to read from a distance, as well as easier to discern the chorus from the other sections of the song.

a) **Digital copy.** If possible, we also prefer that you provide us with a digital copy of your lyric sheet. This makes it easier for us to produce additional copies if needed or to reformat if necessary.

b) **Send your lyrics as an email attachment.** We prefer .rtf files as they are the easiest to open on all systems, and most programs, including Google Docs, can output them. (otherwise, .doc/.docx/.txt/). Don't send a PDF as we can't reformat it if needed.) Please **DO NOT** send us your lyrics pasted into the body of an email — attach them to the email as a separate document.

c) **Exceptions.** If you do not have access to a program to type your lyrics, please send us a legibly handwritten copy by taking a photo and sending it as a JPG or PNG image attachment. We will use AI to output a digital copy, which we will send back to you for verification that the lyrics are correct.

### 2. FORMATTING YOUR LYRIC SHEET

On the next page, you will find an example of a properly formatted lyric sheet as preferred by most Nashville studios. Note:

- a) Title, centered
- b) Author(s) name, smaller font and right aligned (or at bottom of page)
- c) Lyrics left-aligned, in ALL CAPS, make them easier to read from a distance.
- d) A sans-serif font, such as Verdana, Arial, or Helvetica, no smaller than 12 points, also helps with legibility.
- e) One line of space between sections, such as verses, lift/pre-chorus, chorus/hook, bridge. You don't need to write the section title for verses and lifts, only the bridge.
- f) CHORUS, bolded, makes it easier to spot. You only need to type the chorus once if the lyrics repeat. At the position of the next occurrence, you only need to type CHORUS in bold. If the lyrics in your chorus change, then type the full chorus again, not just the changed lyrics.
- g) Your contact info goes at the bottom left of the page.

**SEE SAMPLE BELOW:**

## UP ON THE HOUSETOP

(public domain) 1870s by Benjamin R. Hanby

UP ON THE HOUSETOP REINDEER PAUSE  
OUT JUMPS GOOD OLD SANTA CLAUS  
DOWN THRU THE CHIMNEY WITH LOTS OF TOYS  
ALL FOR THE LITTLE ONES, CHRISTMAS JOYS

**CHORUS:**

**HO, HO, HO!**

**WHO WOULDN'T GO!**

**HO, HO, HO!**

**WHO WOULDN'T GO!**

**UP ON THE HOUSETOP, CLICK, CLICK, CLICK**

**DOWN THRU THE CHIMNEY WITH GOOD SAINT NICK**

FIRST COMES THE STOCKING OF LITTLE NELL  
OH, DEAR SANTA FILL IT WELL  
GIVE HER A DOLLY THAT LAUGHS AND CRIES  
ONE THAT WILL OPEN AND SHUT HER EYES

**CHORUS:**

NEXT COMES THE STOCKING OF LITTLE WILL  
OH, JUST SEE WHAT A GLORIOUS FILL  
HERE IS A HAMMER AND LOTS OF TACKS  
ALSO A BALL AND A WHIP THAT CRACKS

**CHORUS:**

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Your-contact-email@your-email-address.com