

Music Folders at a Glance

One page for your board and librarian: how a concert program becomes a pull list, numbered folders, a packing checklist and a record of who has every folder, without the spreadsheet.

THE LOOP, ON TWO TABS

1

PULL

Prepare tab. A pull sheet in cabinet order says how many of each part to pull for this concert's players. Mark pieces pulled as they come out.

2

BUILD

One tap builds a folder per player (or a set number per chair), numbered from your scheme, with the holder from the seating chart. Never greyed out.

3

PACK

Folders tab. Tick pieces into each folder, or pack a whole folder in one tap. The next unpacked folder opens by itself.

4

HAND OUT, GET BACK

Share with section leaders, or hand out every folder in one go. After the concert, tap the numbers not back; missing folders keep their last holder.

One line under the tabs sums up where you are ("40 folders · 31 packed · 12 out"); each tab has one main button.

WHAT IT WORKS OUT FOR YOU

- **The right part in the right folder.** Solo parts go to the first chair only; a Flute & Piccolo book goes in both sections; a fourth horn folder still gets a horn part when only three are printed.
- **Numbers that stay put.** Each part gets a range in score order (CB-01, CB-02...). A chair keeps its folder from concert to concert.
- **Where every folder is.** In bin, Out with a name, Checked in or Missing, with the date it last moved and a history of who recorded what.
- **Changes without starting over.** Add a piece or a player and you get a changes sheet: only what to add or pull, plus labels for any new folders.

WHAT PRINTS

- **Pull sheet** in cabinet order, with SHORT marked and what you decided.
- **Build sheet:** every folder in number order with its holder, then one page per section.
- **Changes sheet:** just the differences since the last build.
- **Folder labels** on 2×7 sheets: the part in large type, the folder number and your band's name. Every folder, only new ones, chosen numbers, or blanks to hand-write.

NOTHING WAITS ON ANYTHING

- **A gap is a chip, not a gate.** A piece not yet scanned rides in every folder as "part not listed yet" until you scan it. An uncounted set or a short part is a chip on the row (*Count, Short 2*) with the fix behind a tap: made copies, players share, or on order, decided when you like. Build, pack and hand out with what you have.
- **Counts come from what you own.** Count a set once in the Music Library: *Count as printed* for a complete set, *Inventory this set* box by box at the cabinet, or the count sheet spreadsheet for many sets. Empty means uncounted, never zero.
- **Nothing changes behind your back.** Once packing starts, or any folder is out, a program change waits for you to press *Update folders*.
- **Five optional settings** under More match the way your band already works: prefix, new labels each concert, folders per chair or per player, whether music goes home (which decides whether Hand out is offered), and who is responsible for a folder before it's checked out: the seated player, the section leader, or nobody.

Where it lives: Music Folders in the left sidebar (More, on a phone). Pick the concert; Prepare, then Folders. Works on a phone at the cabinet and at the crates; every sheet prints.