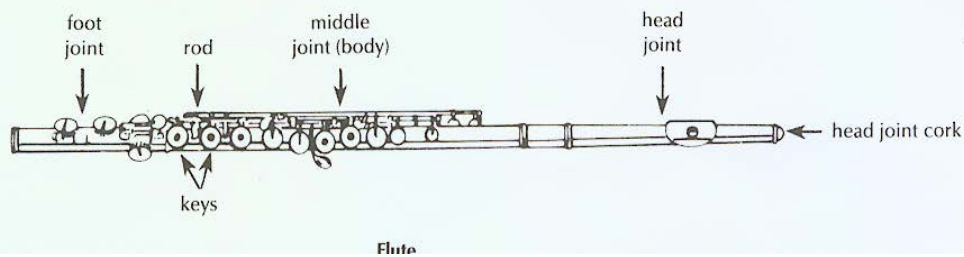


THE INSTRUMENTS

- Parts of the instrument
- Regular maintenance
- Handling your instrument
- Care supplies
- Assembly
- Finishing playing
- Tuning
- Test and teacher answers

FLUTE/PICCOLO



REGULAR MAINTENANCE:

- Once a month wash the head joint in warm soapy water
- DO NOT use a cleaner or silver polish on your instrument
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints and posts
- If pads stick, place a clear thin cloth under the pad, press the pad down with your finger, and carefully pull the cloth through
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up. NEVER PUT YOUR INSTRUMENT ON THE MUSIC STAND.
- Banging or bumping your instrument is not an option as dents are expensive to remove and may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produce a poor quality of sound.
- Position your fingers correctly on the center of the flute keys as poor hand position can cause the keys to bend and the sound quality to be poor.

CARE SUPPLIES:

- Cleaning rod with a small piece of lint-free cloth or a push through swab. This is pulled through the body of the flute to remove excess moisture before you put your flute away.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your flute.
- Good sturdy case with working latches and strong handle.

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface
- Hold the body of the flute where there are no keys and gently twist the head joint into place.



- Line up the tone hole in the head joint with the keys on the body.
- Gently twist the foot point into place.
- The keys on the foot joint should line up with the rod on the body



- If the pieces do not go together easily, clean all the ends on the pieces that slide together.
- NOTE: Piccolos usually do not have an upper or lower part. They have a one piece body.

YOU'RE FINISHED PLAYING SO.....

- Swab out your flute before you put it away
- To swab: thread a small piece of lint-free cloth (or a piece of chamois) through the eye of the rod and twist the cloth over the end of the rod and around it.
- To avoid scratching the inside of the flute, cover as much of the cleaning rod as possible.
- Clean each section of the flute before you return the pieces to the case.
- Clean the head joint (only) in warm soapy water and disinfect with a commercial disinfectant.
- Keep your flute in the case when not in use
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and cleaning rod. The pressure of paper and music in the case can cause you to bend the rods and keys of the flute.

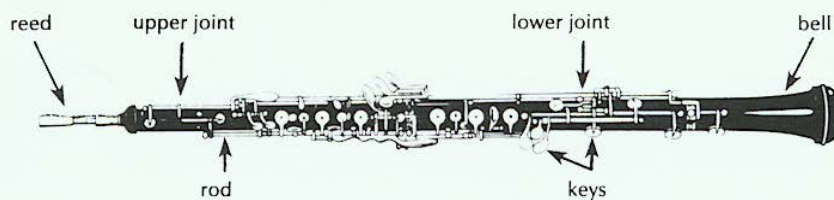
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your flute out of the case, unattended, for a long period of time.
- Return your flute to the case in the proper position when you are finished playing. You can cause damage to the instrument if your flute is not stored in the case properly



TUNING:

- Adjust the length of the flute by moving the head joint in or out.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the head joint out. This will make the flute longer and thus lower the pitch
- If you are flat, you need to raise the pitch (sound) of your instrument so push the head joint in. This will make the flute shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.
- The head joint cork does move and is used in tuning but this is for your teacher or repairman to adjust, not you.

OBOE



Oboe

REGULAR MAINTENANCE:

- Carefully use a small brush to clean under the key mechanisms and rods to keep dust from accumulating. Be careful as springs and rods may be damaged.
- DO NOT use a cleaner or silver polish on the keys. A clean cloth will work.
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints and posts
- If pads stick, place lens paper under the pad, press the pad down with your finger, and carefully pull the paper through
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up. NEVER PUT YOUR INSTRUMENT ON THE MUSIC STAND.
- Banging or bumping your instrument is not an option as keys are easily bent and this may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produce a poor quality of sound.
- Position your fingers correctly on the center of the oboe keys
- Protect your reed at all times from being bumped or scraped. When not in use, store in a reed case.

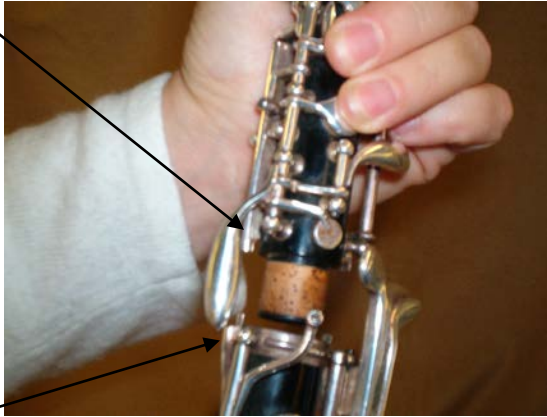
CARE SUPPLIES:

- Cleaning cloth or a push/drop through swab. This is pulled or pushed through the body of the oboe to remove excess moisture before you put your oboe away. A turkey feather works very well too.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your oboe.
- Good sturdy case with working latches and strong handle.
- Small brush, pipe cleaner, lens paper, cork grease, reed case

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface, right side up.
- Hold the bell of the oboe in your right hand with your fingers over the keys so that the bridge lever is raised.
- Take the lower joint in your left hand (grip where there are no keys) and join the lower joint and the bell together. Remember a gently twisting, rotating motion is best
- Remove the upper joint from the case and place your fingers on the upper joint keys. This will raise the bridge keys on the upper joint. Gently join the upper and lower joints.
- Be sure the bridge keys are lined up correctly.

Upper bridge key



Lower bridge key

Note that there are two upper and lower bridge keys.

- If the pieces do not go together easily, use cork grease to lubricate the cork ends of the oboe.
- Press down the key on the bell so the lever fits over the tab on the main body.



tab

lever

- Always return the oboe to the case in the proper position when you are finished playing. You can cause damage to the instrument if it is not stored in the case properly.

YOU'RE FINISHED PLAYING SO.....

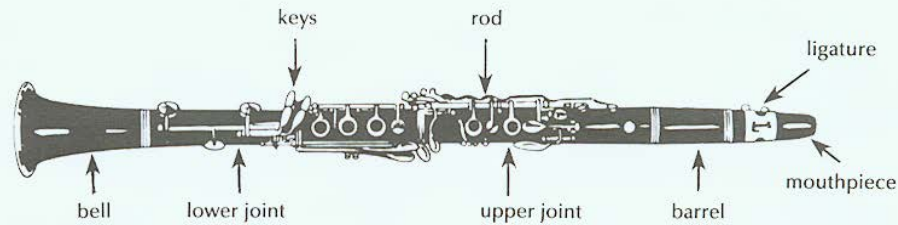
- Swab out your oboe before you put it away
- To swab: Drop the weighted cloth through the oboe and pull or push the cleaning swab through the oboe. You may also use a large feather to do the same.
- Use a pipe cleaner to remove debris from the reed holder.
- Clean each section of the oboe before you return the pieces to the case.
- Keep your oboe in the case when not in use
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and caring supplies. The pressure of paper and music in the case can cause you to bend the rods and keys of the oboe.
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your oboe out of the case, unattended, for any period of time.
- THE REED: blow the moisture out of the reed and place it in the reed case. The case needs to dry out so make sure the case is NOT airtight.
- Always return your oboe to the case in the proper position when you are finished playing. You can cause damage to the instrument if your oboe is not stored in the case properly.



TUNING:

- Adjust the length of the oboe by moving the reed in or out.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the reed out. This will make the oboe longer and thus lower the pitch
- If you are flat, you need to raise the pitch (sound) of your instrument so push the reed in. This will make the oboe shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.
- You may also tune by pulling out or pushing in between the upper and lower joints.

CLARINET



Clarinet

REGULAR MAINTENANCE:

- Carefully use a small brush to clean under the key mechanisms and rods to keep dust from accumulating. Be careful as springs and rods may be damaged.
- DO NOT use a cleaner or silver polish on the keys. A clean cloth will work.
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints, roller joints and posts
- If pads stick, place lens paper under the pad, press the pad down with your finger, and carefully pull the paper through
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.
- Wash your mouthpiece in warm water after playing, clean it with a mouthpiece brush and disinfect it. (Do not use bleach)

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up. NEVER PUT YOUR INSTRUMENT ON THE MUSIC STAND.
- Banging or bumping your instrument is not an option as keys are easily bent and this may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produce a poor quality of sound.
- Position your fingers correctly on the center of the clarinet keys using the fat part of your finger pads.
- Protect your reed at all times from being bumped or scraped. When not in use store in a reed case.

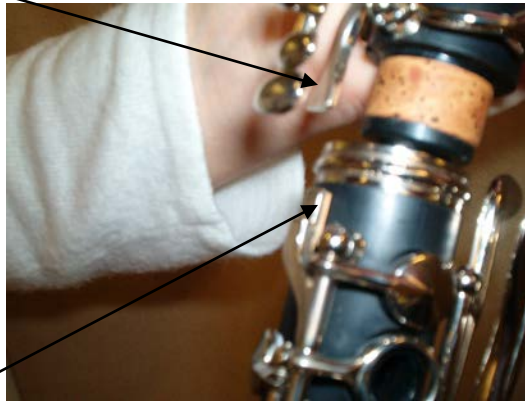
CARE SUPPLIES:

- Cleaning cloth or a push/drop through swab. This is pulled or pushed through the body of the clarinet to remove excess moisture **before** you put your clarinet away.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your clarinet
- Good sturdy case with working latches and strong handle
- Small brush, mouthpiece brush, lens paper
- Cork grease, reed case

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface, right side up.
- Avoid touching the keys when you are assembling your instrument.
- Hold the upper joint in your left hand making sure you are pressing down the rings. Note that when you are pressing the key rings you are also raising a lever on the bottom of the upper joint.
- Hold the lower joint in your right hand. Gently twist the two parts together, so that the lever of the upper joint goes over the metal slot at the top of the lower joint.

Upper joint lever (left hand)

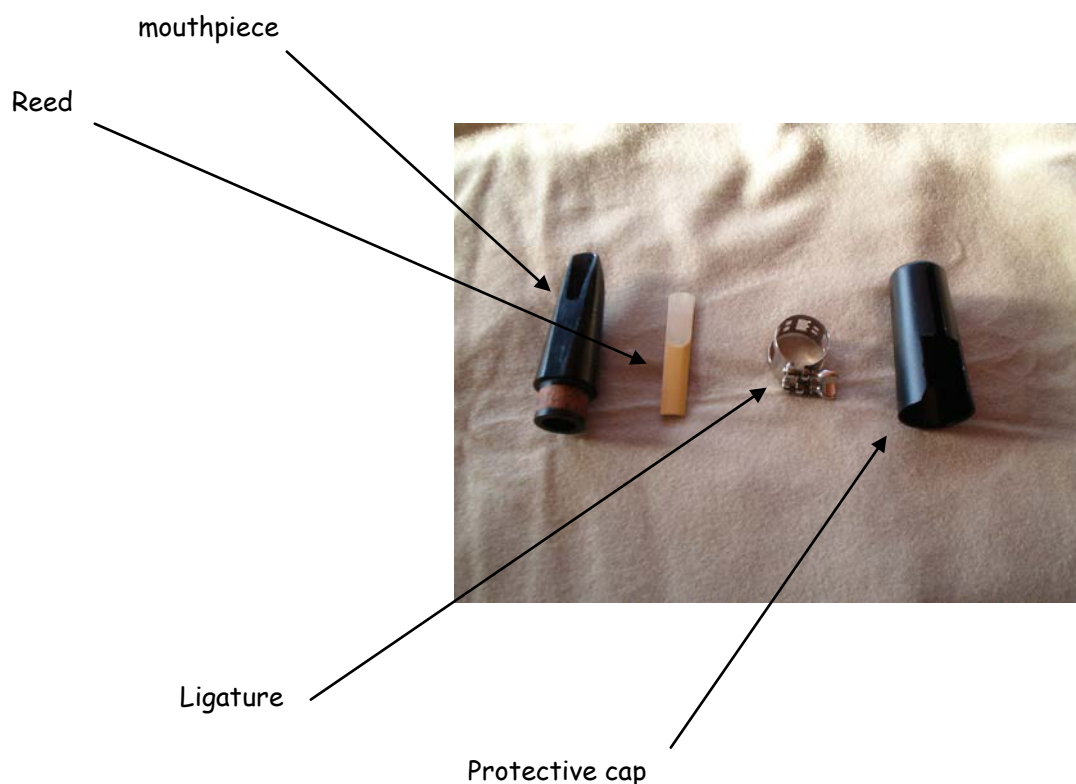


Lower joint metal slot (right hand)

- Place the barrel on the top of the upper joint.
- Place the bell on the bottom of the lower joint.
- Place the mouthpiece in the barrel joint at the top of the clarinet. Make sure the reed is pointing towards the floor, or the flat part of the mouthpiece on the underside and the round part on top.
- If the joints of the clarinet are difficult to put together do not force them. Try putting on some cork grease. Always wipe the corks clean before applying new cork grease.

YOUR MOUTHPIECE:

- The mouthpiece has a body, ligature (band that holds the reed onto the mouthpiece), a cap (that protects the reed when you are not playing) and the reed itself.



- Always dampen the reed before you put it on the mouthpiece. Just put it in your mouth for a few minutes.
- Apply the flat part of the reed to the flat part of the mouthpiece. Make sure the thin part of the reed is at the top of the mouthpiece. The reed should be slightly below the top of the mouthpiece so if you pressed on it you would see the thin black edge of the top of the mouthpiece.
- The ligature goes over the top of the mouthpiece and reed to form a band that holds the reed in place. You need not take the screws out of the ligature to put it on the mouthpiece. Slip the ligature over the top using the wide part of the ligature first. If it doesn't fit, turn it upside down. You are using the small end.
- Secure the screws tightly but not so tightly that you have difficulty loosening the screws.
- Place the protective cap over the mouthpiece when you are not playing to protect your reed.

YOU'RE FINISHED PLAYING SO.....

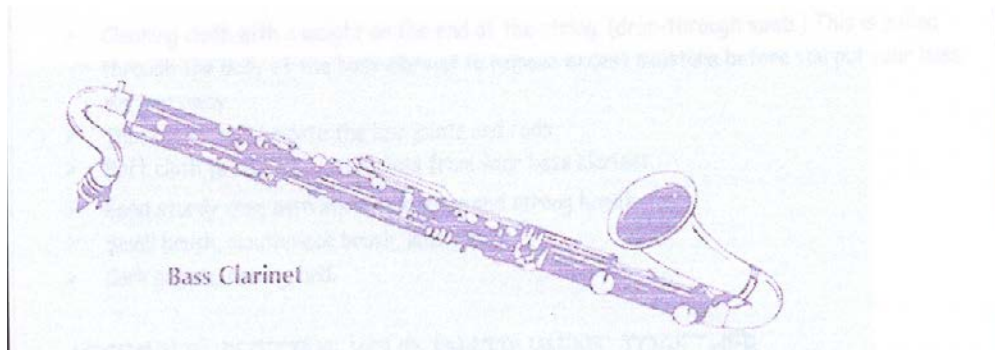
- Swab out your clarinet before you put it away
- To swab: Drop the weighted cloth through the clarinet and pull or push the cleaning swab through the clarinet.
- Clean each section of the clarinet before you return the pieces to the case.
- Keep your clarinet in the case when not in use.
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and caring supplies. The pressure of paper and music in the case can cause you to bend the rods and keys of the clarinet.
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your clarinet out of the case, unattended, for any period of time.
- THE REED: Remove your reed from the mouthpiece and rinse it off in warm water. Place in the reed guard so that it keeps its shape on the thin end.
- Place the ligature on the mouthpiece so that the ligature remains round and does not get bent. Place the cap on the mouthpiece.
- Wash the mouthpiece and disinfect it. Place the mouthpiece in the appropriate place in the case.
- Always return the clarinet to the case in the proper position when you are finished playing. You can cause damage to the instrument if it is not stored in the case properly.



TUNING:

- Adjust the length of the clarinet by moving the mouthpiece in or out so there is a small gap between the mouthpiece and the barrel.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the mouthpiece out. This will make the clarinet longer and thus lower the pitch
- If you are flat, you need to raise the pitch (sound) of your instrument so push the mouthpiece in. This will make the clarinet shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.
- You may also tune by pulling out or pushing in between the upper and lower joints. This is a teacher preference.

BASS CLARINET



REGULAR MAINTENANCE:

- Carefully use a small brush to clean under the key mechanisms and rods to keep dust from accumulating. Be careful as springs and rods may be damaged. The rods (long metal pieces) are extremely sensitive on the bass clarinet so be careful where you grip the instrument)
- DO NOT use a cleaner or silver polish on the keys. A clean cloth will work.
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints, roller joints and posts
- If pads stick, place lens paper under the pad, press the pad down with your finger, and carefully pull the paper through
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.
- Wash your mouthpiece in warm water after playing. Clean it with a mouthpiece brush and disinfect it. (Do not use bleach)

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up.
- Banging or bumping your instrument is not an option as keys are easily bent and this may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produces a poor quality of sound. The rods are also very sensitive.
- Position your fingers correctly on the center of the clarinet keys using the fat part of your finger pads.
- Protect your reed at all times from being bumped or scraped. When not in use, store in a reed guard.

CARE SUPPLIES:

- Cleaning cloth with a weight on the end of the string (drop-through swab). This is pulled through the body of the bass clarinet to remove excess moisture before you put your bass clarinet away.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your bass clarinet
- Good sturdy case with working latches and strong handle
- Small brush, mouthpiece brush, lens paper
- Cork grease, reed guard

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface, right side up.
- Avoid touching the keys when you are assembling your instrument.
- Hold the body of the bass clarinet in your hand.
- Hold the bell in your other hand. Gently twist the two parts together. Make sure you are pressing down the key on the bell so that the lever is raised to let the lever on the bell key go over the metal slot at the bottom of the body.
- Place the neck joint on the top of the body and tighten with the screw.
- Place the mouthpiece in the neck joint at the top of the bass clarinet. Make sure the reed (the flat side of the mouthpiece) is facing towards the floor.
- If the joints of the bass clarinet are difficult to put together do not force them. Try putting on some cork grease. Always wipe the corks clean before applying new cork grease.
- Attach the neck strap to the hook on the back of the bass clarinet or insert the floor stand rod into the sleeve on the bottom of the bell. If you are using the floor stand rod remember to tighten the screw to secure the rod before you start to play.

YOUR MOUTHPIECE:

- The mouthpiece has a body, ligature (band that holds the reed onto the mouthpiece), a cap (that protects the reed when you are not playing) and the reed itself.

Mouthpiece
Reed



Ligature

Protective cap

- Always dampen the reed before you put it on the mouthpiece. Just put it in your mouth for a few minutes.
- Apply the flat part of the reed to the flat part of the mouthpiece. Make sure the thin part of the reed is at the top of the mouthpiece. The reed should be slightly below the top of the mouthpiece so if you pressed on it, you would see the thin black edge of the top of the mouthpiece.
- The ligature goes over the top of the mouthpiece and reed to form a band that holds the reed in place. You need not take the screws out of the ligature to put it on the mouthpiece. Slip the ligature over the top using the wide part of the ligature first. If it doesn't fit, turn it upside down. You are using the small end.
- Secure the screws tightly but not so tightly that you have difficulty loosening the screws.
- Place the protective cap over the mouthpiece when you are not playing to protect your reed.

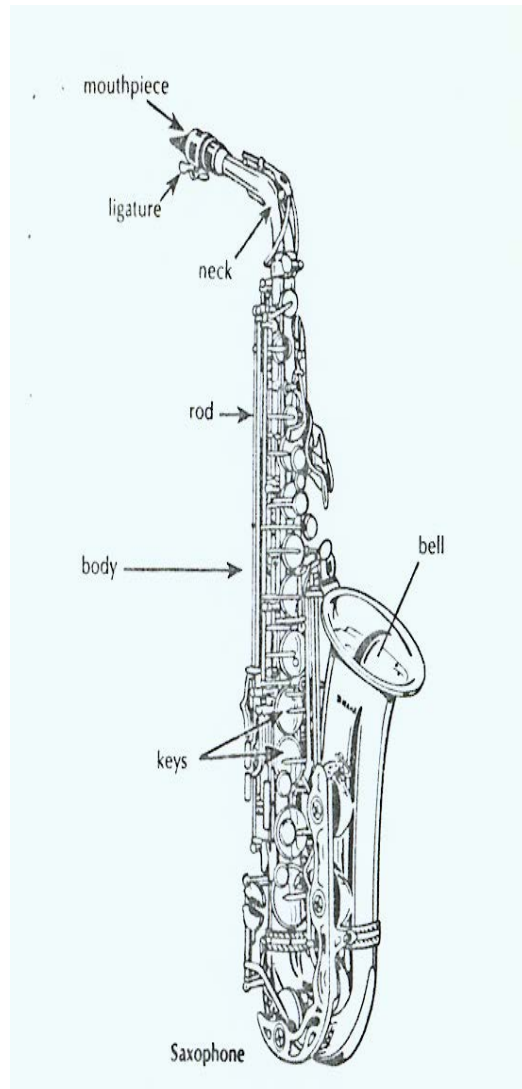
YOU'RE FINISHED PLAYING SO.....

- Swab out your bass clarinet before you put it away.
- To swab: Drop the weighted cloth through the bass clarinet and pull the cleaning cloth through the bass clarinet.
- Clean each section of the bass clarinet before you return the pieces to the case.
- Keep your bass clarinet in the case when not in use.
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and caring supplies. The pressure of paper and music in the case can cause you to bend the rods and keys of the bass clarinet.
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your bass clarinet out of the case, unattended, for any period of time.
- THE REED: Remove your reed from the mouthpiece and rinse it off in warm water. Place in the reed guard so that it keeps its shape on the thin end.
- Place the ligature on the mouthpiece so that the ligature remains round and does not get bent. Place the cap on the mouthpiece.
- Wash the mouthpiece and disinfect it. Place the mouthpiece in the appropriate place in the case.
- Always return the bass clarinet to the case in the proper position when you are finished playing. You can cause damage to the instrument if it is not stored in the case properly.

TUNING:

- Adjust the length of the bass clarinet by moving the mouthpiece in or out so there is a small gap between the mouthpiece and the neckpiece.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the mouthpiece out. This will make the bass clarinet longer and thus lower the pitch
- If you are flat, you need to raise the pitch (sound) of your instrument so push the mouthpiece in. This will make the bass clarinet shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.
- You may also tune by pulling out or pushing in between the neck joint and the body. This is a teacher preference.

SAXOPHONE



REGULAR MAINTENANCE:

- Carefully use a small brush to clean under the key mechanisms and rods to keep dust from accumulating. Be careful as springs and rods may be damaged.
- DO NOT use a cleaner or silver polish on the keys. A clean cloth will work.
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints, roller joints and posts
- If pads stick, place lens paper under the pad, press the pad down with your finger, and carefully pull the paper through
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.
- Wash your mouthpiece in warm water after playing. Clean it with a mouthpiece brush and disinfect it. (Do not use bleach)
- Always keep the cork on the neck piece well lubricated with cork grease.

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up.
- Banging or bumping your instrument is not an option as keys are easily bent and this may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produce a poor quality of sound.
- Position your fingers correctly on the small round part of the saxophone keys using the fat part of your finger pads.
- Protect your reed at all times from being bumped or scraped. When not in use, store in a reed guard.
- Always insert the end plug into the top of the saxophone when you are finished playing and remove the end plug before you start to play.

CARE SUPPLIES:

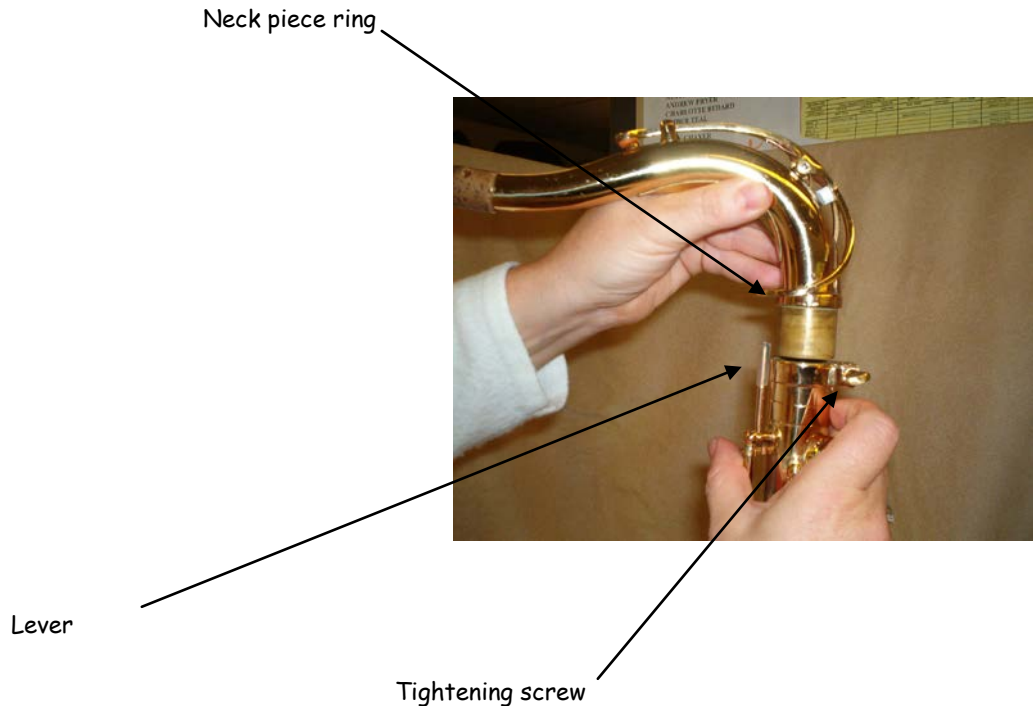
- Many schools use a pad saver (a large, fluffy rod). This is inserted into the body of the saxophone to remove excess moisture. The pad saver stays in the saxophone when it is not in use. Others use a weighted cleaning cloth.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your saxophone
- Good sturdy case with working latches and strong handle
- Small brush, mouthpiece brush, lens paper
- Cork grease, reed case, end plug

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface, right side up.
- Avoid touching the keys and rods when you are assembling your instrument.
- Remove the end plug.



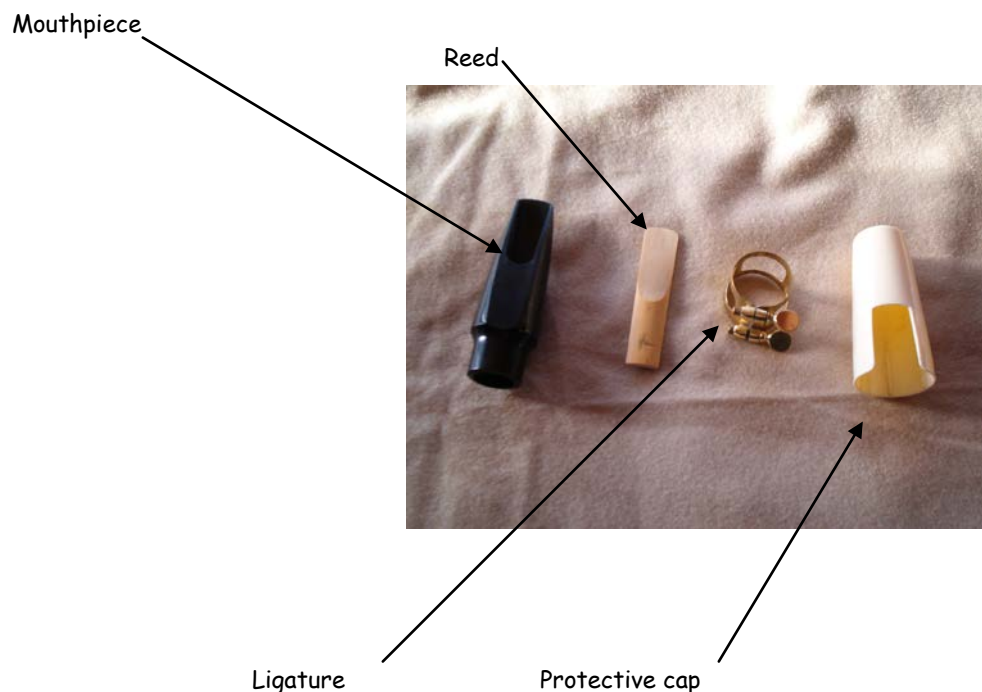
- Hold the body of the saxophone in your hand.
- Hold the neck piece in your other hand. Gently twist the two parts together. Make sure you are placing the ring on the neck piece OVER the lever that sticks out on the body of the saxophone. (This will not apply to most baritone saxophones as the neck has a slightly different construction)



- Place the neck joint on the top of the body and gently tighten with the screw.
- Place the mouthpiece in the neck piece over the cork. Make sure there is plenty of cork grease to assist the mouthpiece to slide on more easily. Make sure the reed (the flat side of the mouthpiece) is facing towards the floor.
- If the joints of the saxophone are difficult to put together do not force them. Try putting on some cork grease. Always wipe the corks clean before applying new cork grease.
- Attach the neck strap to the hook on the back of the saxophone. Never play your saxophone without the neck strap as it helps you properly support the instrument that in turn will help you produce a good sound quality.

YOUR MOUTHPIECE:

- The mouthpiece has a body, ligature (band that holds the reed onto the mouthpiece), a cap (that protects the reed when you are not playing) and the reed itself.



- Always dampen the reed before you put it on the mouthpiece. Just put it in your mouth for a few minutes.
- Apply the flat part of the reed to the flat part of the mouthpiece. Make sure the thin part of the reed is at the top of the mouthpiece. The reed should be slightly below the top of the mouthpiece so if you pressed on it you would see the thin black edge of the top of the mouthpiece.
- The ligature goes over the top of the mouthpiece and reed to form a band that holds the reed in place. You need not take the screws out of the ligature to put it on the mouthpiece. Slip the ligature over the top using the wide part of the ligature first. If it doesn't fit, turn it upside down. You are using the small end.
- Secure the screws tightly but not so tightly that you have difficulty loosening the screws.
- Place the protective cap over the mouthpiece when you are not playing to protect your reed.

YOU'RE FINISHED PLAYING SO.....

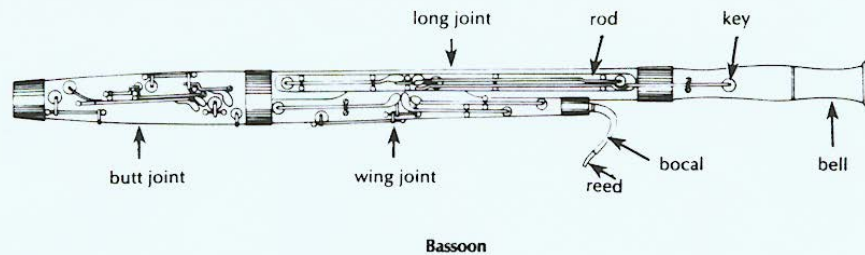
- If you have a weighted cleaning cloth, drop the weight into the body of the saxophone and draw it through from the bell. Place the pad saver in the saxophone before you put it away.
- Clean the neck piece of the saxophone by using the weighted cleaning cloth before you return the pieces to the case. Drop the weight down the neck piece and draw the cloth through.
- Wash out the mouth piece in warm water and disinfect it.
- Place the end plug in the top of the saxophone before you put the instrument in the case.
- Keep your saxophone in the case when not in use.
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and caring supplies. The pressure of paper and music in the case can cause you to bend the rods and keys of the bass clarinet.
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your saxophone out of the case, unattended, for any period of time.
- THE REED: Remove your reed from the mouthpiece and rinse it off in warm water. Place in the reed guard so that it keeps its shape on the thin end.
- Place the ligature on the mouthpiece so that the ligature remains round and does not get bent. Place the cap on the mouthpiece. Place the capped mouthpiece in the appropriate spot in the saxophone case.
- Always return the saxophone to the case in the proper position when you are finished playing. You can cause damage to the instrument if it is not stored in the case properly.



TUNING:

- Adjust the length of the saxophone by moving the mouthpiece in or out on the neck cork.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the mouthpiece out. This will make the saxophone longer and thus lower the pitch
- If you are flat, you need to raise the pitch (sound) of your instrument so push the mouthpiece onto the cork further. This will make the saxophone shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.

BASSOON



REGULAR MAINTENANCE:

- Carefully use a small brush to clean under the key mechanisms and rods to keep dust from accumulating. Be careful as springs and rods may be damaged.
- DO NOT use a cleaner or silver polish on the keys. A clean cloth will work.
- DO NOT touch the key adjustment screws. (teacher/repairman only)
- Twice a year put a very small amount of thin key oil on all key joints and posts
- If pads stick, place lens paper under the pad, press the pad down with your finger, and carefully pull the paper through
- Occasionally run warm water through the bocal to keep it clean and clear of debris. There are brushes made to clean the bocal.
- Keep pads clean by NOT chewing gum or candy before you play. Pads are expensive to replace.

HANDLING:

- Nobody but you and your teacher plays your instrument
- When not in use during practice or rehearsal put your instrument down on a flat surface with the keys up.
- Banging or bumping your instrument is not an option as keys are easily bent and this may affect the tuning of your instrument.
- Assemble your instrument correctly. The mechanism of the keys can easily be bent or go out of adjustment and thus produce a poor quality of sound.
- Position your fingers correctly on the center of the bassoon keys
- Protect your reed at all times from being bumped or scraped. When not in use, store in a reed case.

CARE SUPPLIES:

- Fuzzy brush swab or a push type swab. This is pushed through the body of the bassoon to remove excess moisture before you put your bassoon away.
- Thin key oil to lubricate the key joints and rods
- Soft cloth to remove fingerprints from your bassoon
- Good sturdy case with working latches and strong handle
- Small brush, pipe cleaner, lens paper, cork grease, reed case and bocal brush

ASSEMBLY: PUTTING YOUR INSTRUMENT TOGETHER

- Always open your instrument case on a flat surface, right side up.
- Hold the butt joint in one hand with the two holes in the end pointing up.
- Insert the wing joint in the smaller hole. Place the concave part of the joint to the inside and insert the long joint into the larger hole.
- Place the butt on the floor and put the bell onto the long joint. Hold down the key to align with the bridge key.
- Insert the thumb rest; align it vertically with the bassoon. The larger part is toward the bell. Adjust to suit you and tighten the screw.
- Hold the bocal near the cork and insert it into the top of the wing joint. Be sure to line up the vent hole with the pad of the whisper key. Put the reed onto the end of the bocal.
- If you use a neck strap, hook it in the ring and adjust the length for you. You may also use a seat strap instead of the neck strap.
- If the pieces do not go together easily, use cork grease to lubricate the cork ends of the bassoon.

YOU'RE FINISHED PLAYING SO.....

- Swab out your bassoon before you put it away
- To swab: Push the cleaning swab through the bassoon.
- Use a pipe cleaner to remove debris from the reed holder.
- Clean each section of the bassoon before you return the pieces to the case.
- Keep your bassoon in the case when not in use.
- Do not put anything else (music, papers etc.) in the case. The case is designed to hold only the instrument and caring supplies. The pressure of paper and music in the case can cause you to bend the rods and keys of the bassoon.
- Occasionally vacuum out your case. A dust free case keeps dust away from the instrument.
- NEVER leave your bassoon out of the case, unattended, for any period of time.
- THE REED: Blow the moisture out of the reed and place it in the reed case. The case needs to dry out so make sure the case is NOT airtight.
- Always return the bassoon to the case in the proper position when you are finished playing. You can cause damage to the instrument if it is not stored in the case properly.

TUNING:

- Adjust the length of the bassoon by moving the reed in or out.
- If you are sharp, you need to lower the pitch (sound) of your instrument so pull the bocal out. This will make the bassoon longer and thus lower the pitch. Make sure the vent hole is still covered
- If you are flat, you need to raise the pitch (sound) of your instrument so push the bocal in. This will make the bassoon shorter and thus raise the pitch.
- Tuning can also be affected by poor posture, poor embouchure, and poor breath control.
- You may also tune by pulling out or pushing in between the butt and wing/long joints.

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT	WORD BANK
1. When you have finished playing always _____ out your instrument.	a) gum or candy
2. If you are putting your flute/piccolo down during rehearsal or practice always put it on a _____ surface.	b) in
3. Each time you finish playing your flute/piccolo wash the _____ in warm, soapy water then use a _____.	c) flat
4. Never use _____ before or during rehearsal or practice time.	d) music stand
5. When you are assembling your flute/piccolo use a gentle _____ to put the parts together.	e) twist
6. If your tuning is sharp, adjust the length of the flute/piccolo by _____ the head joint _____.	f) swab (clean)
7. If your tuning is flat, adjust the length of the flute/piccolo by _____ the head joint _____.	g) out
8. Never put your flute/piccolo on the _____ when you are not playing.	h) sound quality
9. Poor hand position may cause the _____ to be poor.	i) head joint
10. When putting your instrument together hold the body of the flute/piccolo where there are no _____.	j) pushing
11. If a flute/piccolo is not placed properly and carefully in the case _____ could occur.	k) damage
12. The head joint cork and adjustment screws are to be used only by the _____.	l) pulling
	m) disinfectant
	n) teacher/repairman
	o) keys

TEST: OBOE**TOTAL = /15**

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT	WORD BANK
1. When you have finished playing always _____ out your instrument.	a) gum or candy
2. If you are putting your oboe down during rehearsal or practice always put it on a _____ surface.	b) in
3. Each time you finish playing your oboe blow the moisture from your _____ and place it in a protective case that is _____.	c) flat
4. Never use _____ before or during rehearsal or practice time.	d) music stand
5. When you are assembling your oboe make sure the _____ are raised and positioned correctly.	e) bridge keys
6. If your tuning is sharp, adjust the length of the oboe by _____ the reed _____.	f) swab (clean)
7. If your tuning is flat, adjust the length of the oboe by _____ the reed _____.	g) out
8. Never put your oboe on the _____ when you are not playing.	h) tune
9. You may also move the upper and lower joints in and out to _____.	i) reed
10. If you have difficulty in assembling your oboe you may need to lubricate using _____.	j) pushing
11. If an oboe is not placed properly and carefully in the case _____ could occur.	k) damage
12. Never use your case to store _____.	l) pulling
	m) air tight
	n) music
	o) cork grease

TEST: CLARINET**TOTAL = /15**

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT	WORD BANK
1. When you have finished playing always _____ out your instrument.	a) gum or candy
2. If you are putting your clarinet down during rehearsal or practice always put it on a _____ surface.	b) in
3. When you are finished playing your clarinet and you have rinsed the reed, place the reed in the _____ and put the ligature and _____ on the mouthpiece.	c) flat
4. Never use _____ before or during rehearsal or practice time.	d) music stand
5. Assemble your clarinet with a gentle twist but make sure the _____ are raised to avoid bending them.	e) bridge keys
6. If your tuning is sharp, adjust the length of the clarinet by _____ the reed _____.	f) swab (clean)
7. If your tuning is flat, adjust the length of the clarinet by _____ the reed _____.	g) out
8. Never put your clarinet on the _____ when you are not playing.	h) tune your instrument
9. You may also move the upper and lower joints in and out to _____.	i) reed guard
10. If you have difficulty in assembling your clarinet you may need to lubricate using _____.	j) pushing
11. If a clarinet is not placed properly and carefully in the case _____ could occur.	k) damage
12. Never use your case to store _____.	l) pulling
	m) protective cap
	n) music
	o) cork grease

TEST: BASS CLARINET**TOTAL = /15**

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT	WORD BANK
1. When you have finished playing always _____ out your instrument.	a) gum or candy
2. If you are putting your bass clarinet down during rehearsal or practice always put it on a _____ surface.	b) in
3. When you are finished playing your clarinet and you have rinsed the reed, place the reed in the _____ and put the ligature and _____ on the mouthpiece.	c) flat
4. Never use _____ before or during rehearsal or practice time.	d) rods
5. Assemble your bass clarinet with a gentle twist but make sure the _____ are raised to avoid bending them.	e) bell key lever
6. If your tuning is sharp, adjust the length of the bass clarinet by _____ the reed _____.	f) swab (clean)
7. If your tuning is flat, adjust the length of the bass clarinet by _____ the reed _____.	g) out
8. Never grip your bass clarinet by the _____. This will cause damage and require expensive repairs.	h) tune your instrument
9. You may also move the neck joint and the body in and out to _____.	i) reed guard
10. If you have difficulty in assembling your bass clarinet you may need to lubricate the joints using _____.	j) pushing
11. If a bass clarinet is not placed properly and carefully in the case _____ could occur.	k) damage
12. Never use your case to store _____.	l) pulling
	m) protective cap
	n) music
	o) cork grease

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT

WORD BANK

- | | |
|---|-------------------|
| 1. When you have finished playing always _____ out your instrument. | a) gum or candy |
| 2. If you are putting your saxophone down during rehearsal or practice always put it on a _____ surface. | b) in |
| 3. When you are finished playing your saxophone and you have rinsed the reed, place the reed in the _____ and put the ligature and _____ on the mouthpiece. | c) flat |
| 4. Never use _____ before or during rehearsal or practice time. | d) rods and keys |
| 5. Assemble your saxophone with care. Make sure the circle part on the neck piece is raised and placed _____ the metal piece that sticks up from the body. | e) over |
| 6. If your tuning is sharp, adjust the length of the saxophone by _____ the mouthpiece _____. | f) clean |
| 7. If your tuning is flat, adjust the length of the saxophone by _____ the mouthpiece _____. | g) out |
| 8. Never grip your saxophone by the _____. This will cause damage and require expensive repairs. | h) end plug |
| 9. To keep the top of the saxophone round always insert the _____ in the top of the body when you have finished playing. | i) reed guard |
| 10. If you have difficulty in assembling your saxophone you may need to lubricate the neck piece using _____. | j) pushing |
| 11. If a saxophone is not placed properly and carefully in the case _____ could occur. | k) damage |
| 12. Never use your case to store _____. | l) pulling |
| | m) protective cap |
| | n) music |
| | o) cork grease |

TEST: BASSOON**TOTAL = /15**

NAME: _____ DATE: _____

Place the letter from the word bank column in the blanks provided in each statement. Each item in the word bank is used only once.

STATEMENT	WORD BANK
1. When you have finished playing always _____ out your instrument.	a) gum or candy
2. If you are putting your bassoon down during rehearsal or practice always put it on a _____ surface.	b) in
3. Each time you finish playing your bassoon blow the moisture from your _____ and place it in a protective case that is _____.	c) flat
4. Never use _____ before or during rehearsal or practice time.	d) music stand
5. When you are assembling your bassoon make sure the _____ is raised and positioned correctly.	e) bridge keys
6. If your tuning is sharp, adjust the length of the bassoon by _____ the bocal _____.	f) swab (clean)
7. If your tuning is flat, adjust the length of the bassoon by _____ the bocal _____.	g) out
8. Never put your bassoon on the _____ when you are not playing.	h) tune
9. You may also move the butt and wing/long joints in and out to _____.	i) reed
10. If you have difficulty in assembling your bassoon you may need to lubricate using _____.	j) pushing
11. If a bassoon is not placed properly and carefully in the case _____ could occur.	k) damage
12. Never use your case to store _____.	l) pulling
	m) air tight
	n) music
	o) cork grease

TEACHER ANSWER SHEET

All the tests, although different, have the same answers. The questions are instrument specific and this master answer sheet will give the correct answer(s) for all instruments.

QUESTION #	ANSWER
1.	f
2.	c
3.	i and m
4.	a
5.	e
6.	l and g
7.	j and b
8.	d
9.	h
10.	o
11.	k
12.	n

TOTAL: /15
