

# PMEA ADJUDICATION: BAND & ORCHESTRA MPA'S CHECKLIST FOR PARTICIPATING DIRECTORS

- Download and review the *Guide to Participating in a Band or Orchestra Music Performance Assessment* from the Adjudication page of the PMEA website.
  
- Download the current *MPA Calendar* to identify the date and site that best works for your situation, then contact the host to confirm a performance slot and the best available performance time within your schedule parameters. Seek official permission to participate and process the necessary transportation request form (Pp. 5-6)
  
- Download the *BOC Application* to complete and submit to the host. Submit the necessary paperwork to generate a check for the registration fee. Submit both the application and the check to the host to confirm participation no later than four weeks prior to the event. (p. 6)
  
- Decide on the two prepared pieces to perform and confirm the grade levels involved with Dr. Tad Greig at Westminster College, if needed, by downloading, completing and mailing him the *Addition to the Selective Music List* form and a copy of the score(s). (p.7)
  
- Download and review the current versions of the forms involved in the MPA, with hard copies to be provided for use at the event itself by the host:
  - *Band/Orchestra Music Performance Assessment Form*
  - *Band/Orchestra Sight Reading MPA Form*
  - *Band/Orchestra MPA Rating Summary Form*
  
- Review how adjudicators use the Assessment Forms and how all Ratings are determined. (Pp. 13-14, 18)
  
- Use the MPA forms as classroom tools to prepare for the event.
  
- Choose repertoire and pace your rehearsal schedule to best ensure that your students are fully prepared and confident for their performance at the MPA.
  
- Review all aspects of the Sight Reading component, and diligently practice sight-reading with your ensemble. (Pp. 14-17)
  
- Review the *Guide* concerning the sequence involved from arrival through departure and what occurs within each part of the process. (Section 2 – starting on p.11)
  
- Communicate with the host prior to the event to confirm all essential information. (p. 9)
  
- Download the *Medal Order Form* and order medals for your participating students. (Optional)