

PMEA ADJUDICATION: JAZZ ENSEMBLE MPA'S CHECKLIST FOR HOST DIRECTORS

- Download and review the *Guide to Participating in a Jazz Ensemble Music Performance Assessment* from the Adjudication page of the PMEA website, reading from the perspective of a director.
- Download and review the *Guide to Hosting a Jazz Ensemble Music Performance Assessment*.
- Download and review the current versions of the forms needed by a host:
 - *Jazz Ensemble Music Performance Assessment Form*
 - *Jazz Ensemble Repertoire Information Form*
 - *Jazz Ensemble MPA Rating Summary Form*
 - *Jazz Ensemble MPA Rating Summary – All Ensembles Form*
 - *Host Expense Form*
 - *Adjudicator Expense Form*
- Determine how you will implement the following facilities-related aspects of hosting an MPA: (Pp. 4-7)
 - Registration Table
 - Holding Area
 - Warm-Up Area
 - Auditorium
 - Tabulation Area
- Implement the following planning aspects of hosting: (Pp. 8-16)
 - Select a viable date and secure approval to host
 - Publicize your MPA
 - Contract adjudicators
 - Confirm hospitality arrangements for refreshments for adjudicators and volunteer assistants
 - Confirm arrangements for making the CD recordings
 - Register ensembles and schedule performance times
 - Confirm that the repertoire information is provided along with the *Jazz Ensemble Repertoire Information Form*
 - Confirm all arrangements with the participating directors and adjudicators
 - Confirm assistants and ensure that they understand their roles
 - Confirm receipt of the cassette tapes and ensure that they are labeled and ready for the adjudicators
 - Prepare the script for the announcer
- Be prepared to meet the host's management responsibilities just before and throughout the event: (p. 17)
 - Confirm proper set-up of all involved areas of the facility, including the recording station
 - Confirm that the sound reinforcement microphones are set up and working
 - Confirm that all necessary forms are downloaded, printed, copied and labeled as needed
 - Implement hospitality arrangements
 - Greet the adjudicators and ensure they have everything needed throughout the event
 - Confirm that all assistants are in place and performing effectively, especially the sound system operator
- Be sure that you understand how to process the adjudication results, including the certificates, and decide whether or not to include an awards segment. (Pp. 17-19)
- After the event: (pp. 19-20)
 - Confirm proper teardown within all involved areas of the facility
 - Communicate your appreciation to directors, adjudicators, assistants, administrators and others as appropriate
 - Compile all materials and mail your final report to the Adjudication Chair within one week of the event

Continued on the next page.

□ Review and ensure you understand the financial aspects of hosting described in the *Guide*, including these reminders and additional notes:

- REGISTRATION CHECKS. From each participating director, the only ‘income’ for PMEA Adjudication:
 - Examine the checks as received for expiration dates (i.e. ‘Void in 60 Days from Issue’) and forward them a few at a time as received to the Adjudication Chair for processing. Don’t hang on to them to forward all at once, due to this expiration concern.
 - Checks must be made payable to *PMEA*. They are not to be deposited in your activity account or with your parent booster group, but are to be forwarded to the Adjudication Chair to process in a timely manner and forward to PMEA for depositing.
 - Submit any remaining checks with your final report.

- HOSPITALITY EXPENSES. This may result in personal cash outlay or being invoiced. Hosts seem to only have difficulty staying within budget when they attempt to provide lunch/dinner to a large number of student volunteers, or attempt to provide an extensive breakfast and lunch menu to the adjudicators and even a small number of volunteers. Hosts may indeed choose to do either or both, which is fine, but must be prepared to supplement the budgeted funds if needed from the host honorarium or from the activity account or booster group. Submit all receipts and invoices attached to the *Host Expense Form* as part of your final report.

- ADJUDICATOR LODGING. Not common; must be approved in advance by the Adjudicator Chair. Communicate your needs in this regard, in advance; please do not act on your own and over-commit funds. It is your choice of how to handle payment, either pay for the room yourself and get the receipt to attach to the *Host Expense Form*, or, the adjudicator pays for the room and submits the receipt to you attached to the *Adjudicator Expense Form*. Either way, it would be submitted as part of your final report.

- CD RECORDING. If you are using an outside vendor, the vendor should provide you with an invoice for the services rendered, either before leaving the site that day or mailed to you shortly afterwards. If more convenient, give the vendor the Adjudication Chair’s address to mail the invoice directly to him.

- CD’S. If you are doing the recordings with school equipment and personnel and need to purchase CD’s for the event, attach that receipt to the *Host Expense Form*.

- OTHER EXPENSES. Hosts should have no other significant expenses for an MPA. All other notable items for each adjudication context will be provided by the Adjudication Chair as described in the *Guide* for that MPA. (I.e. cassette tapes, medals, certificates, plaques, etc.)

- REIMBURSEMENTS & PAYMENTS. When hosts submit their final report to the Adjudication Chair within one week of the event, the goal is for the Adjudication Chair to process all data and checks to PMEA in a timely manner in order for PMEA to issue checks for reimbursement of all host expenses and for payment of all host and adjudicator honoraria and expenses within thirty days of the event.

- HOST EXPENSE FORM ‘CHECK PAYABLE TO’. Hosts are reminded to indicate on the *Host Expense Form* exactly who the check for the Host Honorarium is to be made payable to (activity account or parent booster group with the accurate name provided), or if it will be used instead for one registration fee or as described in the *Guide* for that MPA. Same with the Hospitality Expenses---indicate if the check should be payable to the host personally, activity account, parent booster group, school cafeteria, caterer, etc., or more than one check to a combination of those.

All involved with PMEA, especially the participating directors and their students, join the Adjudication Chair and the State Officers and Board in thanking YOU for hosting an MPA! The readily-apparent benefits of hosting FOR the host----scheduling priority for the home district, less class time missed, honorarium earned and bus transportation \$ saved----truly do pale to the tangible and intangible benefits provided BY the host in enabling this educational and artistic experience to happen for ALL the ensembles, students and directors participating. BRAVO, and THANK YOU!!!