

# PMEA ADJUDICATION: JAZZ ENSEMBLE MPA'S CHECKLIST FOR PARTICIPATING DIRECTORS

- Download and review the *Guide to Participating in a Jazz Ensemble 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. (p. 5)
- Download the *Jazz Ensemble Application* and the *Jazz Ensemble Repertoire Information Form* 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. 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:
  - *Jazz Ensemble Music Performance Assessment Form*
  - *Jazz Ensemble MPA Rating Summary Form*
- Review how adjudicators use the Assessment Forms and how all Ratings are determined. (Pp. 12-13)
- Use the MPA forms as rehearsal 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 the *Guide* concerning the sequence involved from arrival through departure and what occurs within each part of the process. (Section 2 – starting on p.10)
- Confirm with the host whether or not there is going to be an awards segment and, regardless, how you are to get your results, certificates and all involved adjudication materials after your performance. (p.14)
- 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)