

# PMEA ADJUDICATION: SOLO & SMALL ENSEMBLE MPA'S CHECKLIST FOR PARTICIPATING DIRECTORS

- Download and review the *Guide to Participating in a Solo and Small 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. (Pp. 6-7)
- Download the *Solo and Small Ensemble 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 six weeks prior to the event. (Pp. 7-8)
- Choose or assist your students with choosing appropriate repertoire and ensure grade levels are stated on the application. (Pp. 8-9)
- Download and review the current versions of the forms as needed by your students in this context, with hard copies to be provided for use at the event itself by the host:
  - *Solo/Small Ensemble: Wind Instruments- Solo MPA Form*
  - *Solo/Small Ensemble: Wind Instruments- Small Ensemble MPA Form*
  - *Solo/Small Ensemble: Percussion – Solo MPA Form*
  - *Solo/Small Ensemble: Percussion – Small Ensemble MPA Form*
  - *Solo/Small Ensemble: Strings – Solo MPA Form*
  - *Solo/Small Ensemble: Strings – Small Ensemble MPA Form*
  - *Solo/Small Ensemble: Vocal – Solo MPA Form*
  - *Solo/Small Ensemble: Vocal – Small Ensemble MPA Form*
- Review how adjudicators use the Assessment Form. (Pp. 13-14)
- Use the MPA forms as educational tools to prepare your participating students for the event.
- Monitor how your participating students pace the learning of their prepared pieces to best ensure that they 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)
- Communicate with the host prior to the event to confirm all essential information. (p. 10)