



CHECKLIST FOR HOSTING A BAND & ORCHESTRA MPA

(Cross-referenced to the *Guide to Hosting a Band or Orchestra MPA*)

You have decided to host a PMEA Band or Orchestra MPA event, now what?

- Download and review the [Guide to Participating in a Band or Orchestra MPA](#) and the [Guide to Hosting a Band or Orchestra MPA](#) from within the *Music Performance Assessment* area of the PMEA website.
- Download and review the forms needed by a Host: (P. 3)
 - *Band/Orchestra Music Performance Assessment Form*
 - *Band/Orchestra Sight-reading MPA Form*
 - *Band/Orchestra MPA Rating Summary Form*
 - *Band/Orchestra MPA Rating Summary – All Ensembles Form*
 - *PMEA MPA Deposit Form*
 - *Fillable W-9 form for Adjudicators*

SECTION 1: PLANNING RESPONSIBILITIES

- Select a Viable Date
- Publicize Your MPA to Potential Participating Directors
- Contract Adjudicators
- Confirm Hospitality Arrangements
- Confirm Arrangements for Providing a Performance Recording to each Ensemble
- Confirm Ensemble Registration and payment
- Confirm Each Ensemble's Declared Performance Level
- Develop a Schedule
- Schedule Performance Times
- Prepare for the Sight-reading Component
- Review the Sight-reading Process
- Process the Performance Assessment Results in the Tabulation area
- Give the Assessment Results and Collected Materials to the Director
- Confirm Final Arrangements

SECTION 2: FACILITY NEEDS

Plan for the following facilities-related aspects of hosting:

- Confirm location of On-site Check-in
- Reserve a holding area
- Reserve a warm-up area
- Reserve your auditorium for performances
- Reserve an area for Sight-reading
- Determine Adjudicator needs
- Provide for digital recording by adjudicators
- Set up a tabulation area

SECTION 3: AFTER THE EVENT (pp. 17-18)

- Submit Two Separate Host Reports within One Week of the MPA----a Host Report to PMEA and a Host Report to the MPA Coordinator
- Complete the online [Host Expense Form](#)
- Hosts are welcome to attend the annual meeting of the PMEA MPA Committee (occurs at the PMEA Annual Conference. Make additional recommendations as needed.