



# CHECKLIST FOR HOSTING A CHORAL MPA

(Cross-referenced to the *Guide to Hosting a Choral MPA*)

**You have decided to host a PMEA Music Performance Assessment event, now what?**

- Download and review the [Guide to Participating in a Choral MPA](#) and the [Guide to Hosting a Choral MPA](#) from within the *Music Performance Assessment* area of the PMEA website.
- Download and review the current versions of the forms needed by a host: (p. 3)
  - *Choral Music Performance Assessment Form*
  - *Choral MPA Rating Summary Form*
  - *Choral MPA Rating Summary – All Ensembles Form*
  - *PMEA MPA Deposit Form*
  - *Fillable W-9 form for Adjudicators*

## SECTION 1: PLANNING RESPONSIBILITIES (pp. 4-19)

- 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 payments
- Confirm each ensemble's declared performance level
- Develop a schedule
- Schedule performance times
- Process the 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: (pp. 10-12)

- Confirm location of On-site Check-in
- Reserve a Holding Area
- Reserve a Warm-Up Area
- Reserve your Auditorium for performances
- Determine Adjudicator Needs
- Provide for Digital Recording by Adjudicators
- Set up Tabulation Area

## SECTION 3: AFTER THE EVENT (pp. 13-14)

- 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.
- Additional Recommendations