



# Music Performance Assessments

## CHECKLIST FOR HOSTING A SOLO & SMALL ENSEMBLE MPA

(Cross-referenced to the *Guide to Hosting a Solo & Small Ensemble MPA*)

**You have decided to participate in a PMEA Solo & Small Ensemble MPA event, now what?**

- Download and review the [Guide to Participating in a Solo & Small Ensemble MPA](#) and the [Guide to Hosting a Solo & Small Ensemble MPA](#) from within the *Music Performance Assessment* area of the PMEA website.
- Download and review the forms needed by a Host: (p. 3)
  - *Solo Assessment Forms for Winds, Percussion, Strings and Vocal as applicable*
  - *Small Ensemble Assessment Form for Winds, Percussion, Strings and Vocal as applicable*
  - *Solo & Small Ensemble MPA Rating Summary Form*
  - *PMEA MPA Deposit Form*
  - *Adjudicator Application*
  - *Fillable W-9 Form for Adjudicators*

### SECTION 1: PLANNING RESPONSIBILITIES (p. 4)

- Select a Viable Date (p. 4)
- Publicize Your MPA to Potential Participating Directors
- Number of Solos & Small Ensembles Needed to Hold an MPA
- Contract Adjudicators (p. 5)
- Confirm Hospitality Arrangements (p. 6)
- Confirm Registration
- Schedule Performance Times (p. 7)
- Return Assessment Results to Directors (p. 8)
- Confirm Final Arrangements

### SECTION 2: FACILITY NEEDS (p. 10)

Plan for the following facilities-related aspects of hosting:

- Check-in (p. 10)
- Holding/Warm-up Areas
- Assessment Areas
- Tabulation Area (p. 11)

### SECTION 3: AFTER THE MPA (p. 12)

Submit Two Separate Host Reports within One Week of the MPA

- Host Report to PMEA
  - [MPA Deposit Form with the Registration Fee Checks](#)
  - [Online Host Expense Form](#)
- Host Report to the MPA Coordinator
  - Designated Form including all final scores and ratings
  - Copy of front page of each *Solo* or *Small Ensemble Assessment Form*