



## CHECKLIST FOR PARTICIPATING IN A BAND & ORCHESTRA MPA

(Cross-referenced to the *Guide to Participating in a Band & Orchestra MPA*)

You have decided to participate in a PMEA Band/Orchestra Music Performance Assessment event, now what?

- Download and review the [Guide to Participating in a Band or Orchestra MPA](#) within the MPA area of the PMEA website. Don't hesitate to contact the Host or MPA Coordinator with questions about any aspect of participation!
  - Access the current [MPA Calendar](#) from the MPA area within the PMEA website to identify the date and site that best works for your ensemble to participate, then contact the Host to confirm the availability of a performance slot and the best available performance time that works within your schedule parameters.
  - Seek permission to participate from your administration.
  - Choose the *Traditional* or *Festival* performance context. (pp. 5-7)
  - Choose the two Prepared Pieces to perform and confirm the grade levels involved as stated within the PMEA SML or, if necessary, by completing and submitting the *Addition to the Selective Music List* form and a copy of the score(s) to Dr. Tad Greig at Westminster College. (p.5)
  - Complete and submit the online *Registration Form* for the given MPA as linked within the MPA Calendar.
  - Mail the check made payable to PMEA to pay the Registration Fee **to the Host**. (p. 7)
  - Finalize your ensemble's Prepared Pieces and confirm the grade levels involved.
  - Complete and submit the online *Declaring Prepared Pieces* form. (p. 8)
  - Download and review the current forms involved in the MPA, including: (p.3)
    - *Band/Orchestra Music Performance Assessment Form*
    - *Band/Orchestra Sight-reading MPA Form*
    - *Band/Orchestra MPA Rating Summary Form*
  - Review how adjudicators use the Assessment Forms and how Ratings are determined. (pp. 11-12) (pp. 14-15)
  - Consider using the Assessment Forms as classroom tools before and after the event. (p. 8)
  - Pace your rehearsal schedule to best ensure that your students are confident and prepared for their MPA performance.
  - Review all aspects of the Sight-reading component and practice the process with your ensemble. Consider putting together a separate 'Sight-reading folder' from your library to draw from for practice. (pp. 12-14)
  - 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. 9)
- Optional:
- For those ensembles participating in the 'Traditional' performance context, download the [Medal Order Form](#) and order medals for your participating students after the MPA.