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 – Individual Ensemble*
- *Band/Orchestra MPA Rating Summary – All Ensembles Form*
- *PMEA MPA Deposit Form*
- *Adjudicator Application*
- *Adjudicator Contract (Large Ensemble MPAs)* & *Adjudicator Stipend Confirmation Form*
- *Fillable W-9 Form for Adjudicators*

SECTION 1: PLANNING RESPONSIBILITIES (pp. 4-14)
- ☐ Select a viable date and a back-up date, if possible
- ☐ 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
- ☐ 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 (pp.15-17)
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. 18-19)
- ☐ Submit a Host Report to the MPA Coordinator within one week following the MPA
- ☐ Complete the online Host Expense Form & submit all registration fees collected to the PMEA office
- ☐ Hosts are welcome to attend the annual meeting of the PMEA MPA Committee (occurs at the PMEA Annual Conference. Make additional recommendations as needed.