



# 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](#)
  - [Adjudicator Application](#)
  - [Adjudicator Contract \(Large Ensemble MPAs\)](#) & [Adjudicator Stipend Confirmation Form](#)
  - [Fillable W-9 Form for Adjudicators](#)

## SECTION 1: PLANNING RESPONSIBILITIES (pp. 4-10)

- ☐ 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
- ☐ 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. 11-13)

- ☐ 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. 14-15)

- ☐ 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.