



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
 - [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*