



CHECKLIST FOR PARTICIPATING IN A CHORAL MPA

(Cross-referenced to the *Guide to Participating in a Choral MPA*)

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

- Download and review the [Guide to Participating in a Choral MPA](#) from within the MPA area of the PMEA website. Don't hesitate to contact the Host or MPA Coordinator with questions about and aspect of participation!
- Download 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. (p. 5)
- Seek permission to participate from your administration.
- Choose to participate in the *Traditional* or *Festival* performance context. (pp. 5-7)
- Choose the three 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 music 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 a 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. 7)
- Download and review the current forms involved in the MPA, including: (p. 3)
 - [Choral Music Performance Assessment Form](#)
 - [Choral MPA Rating Summary Form](#)
- Review how adjudicators use the Assessment Forms and how Ratings are determined. (p. 11)
- Use the Assessment Forms as classroom tools before and after the event. (p. 11)
- Pace your rehearsal schedule to best ensure that your students are confident and prepared for their MPA performance.
- 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, including if any accompanying instruments can be provided. (i.e. percussion, drum set, amplifiers, etc.) (p. 9)
- Option: For those ensembles participating in the *Traditional* performance context, download the [Medal Order Form](#) and order medals for your participating students after the MPA.