



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.