



CHECKLIST FOR PARTICIPATING IN A SOLO & SMALL ENSEMBLE MPA

(Cross-referenced to the *Guide to Participating in 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](#) 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 students to participate, then contact the Host to confirm the availability of performance slots and the best available performance times that work within your schedule parameters. (p.5)
- ☐ Seek permission to participate from your administration.
- ☐ Complete and submit the online *Registration Form* for the given MPA as linked within the MPA Calendar. (p.6)
- ☐ Mail the check made payable to PMEA to pay the Registration Fee **to the Host**. (p. 6)
- ☐ Choose repertoire for each soloist and small ensemble to perform and confirm the grade levels involved as stated within the [PMEA Solo & Small Ensemble Selective Music Lists](#) or, if necessary, by completing the online [Selective Music List Requests](#) form. Include information about the repertoire selected, including grade level, within the online Registration Form. (p.7)
- ☐ Download and review the current forms involved in a [Solo & Small Ensemble MPA](#), including: (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
 - [MPA Online Medal Order Form](#) *New for 2024 - an MPA medal is included in the registration fee. Sponsoring PMEA Member directors must complete this form in order for the medals to be mailed. Medals will be mailed to the PMEA member director at the address indicated on the form.
- ☐ Review how adjudicators use the Assessment Forms and how Ratings are determined. (p. 10)
- ☐ Use the Assessment Forms as classroom tools before and after the event. (p. 8)
- ☐ 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. 9)
- ☐ Communicate with the host prior to the MPA to confirm final arrangements. (p. 8)