



# CHECKLIST FOR PARTICIPATING IN A BAND AND/OR ORCHESTRA MPA

(Cross-referenced to the *Guide to Participating in a Band and/or Orchestra MPA*)

**You have decided to participate in a PMEA Band and/or Orchestra MPA, now what?**

- Download and review the [Guide to Participating in a Band and/or Orchestra MPA](#) within the [Music Performance Assessment](#) of the PMEA website.
- Download and review the current forms involved in the MPA, including: (p.3)
  - [Band Music Performance Assessment Form](#)
  - [Band Sight-reading Assessment Form](#)
  - [String Orchestra Performance Assessment Form](#)
  - [String Orchestra Sight-reading Form](#)
  - [Medals Order Form](#) (Optional)
  - [Selective Music List Requests Form](#) (If needed)

## SECTION 1: THE SYSTEM (pp. 4-9)

- Monitor the most current MPA Calendar for the list of MPA dates, sites, and contact information
- After receiving permission to participate, register online and contact the host to schedule a performance time
- Decide whether to participate in the *Traditional* or *Festival* performance context
- Process and mail payment for the Registration Fee to the host
- Complete the online *Declaring Prepared Pieces* form, including the Declared Summary Grade Level
- Review the Assessment Forms and use them as classroom tools before and after the MPA
- Communicate with the host to confirm final arrangements
- Review and prepare what to submit at the on-site Check-in

## SECTION 2: THE EVENT (pp. 9-16)

- Review how the MPA progresses from Check-in to the Holding Area to the Warm-up Area through the performance on the Auditorium Stage
- Review how adjudicators use the Assessment Forms, including how scores and ratings are determined
- Review all aspects of the Sight-reading component
- Practice the Sight-reading process, possibly using sight-reading method books or music from your library
- Review how assessment results and scores will be returned along with how and when the audio recordings from the adjudicators will be available
- Recommended actions after the MPA
- For those ensembles participating in the *Traditional* performance context, consider the option to download the [Medal Order Form](#) and order medals for your students
- Directors as members of the MPA Committee

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