



CHECKLIST FOR HOSTING A BAND AND/OR ORCHESTRA MPA

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

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

- Download and review the [Guide to Participating in a Band and/or Orchestra MPA](#) and the [Guide to Hosting a Band and/or Orchestra MPA](#) from within the [Music Performance Assessment](#) area of the PMEA website.
- Download and review the current versions of the forms needed by a Host: (p. 3)
 - [Band Music Performance Assessment Form](#)
 - [Band Sight-reading Assessment Form](#)
 - [String Orchestra Performance Assessment Form](#)
 - [String Orchestra Sight-reading Form](#)
 - [Band/Orchestra MPA Rating Summary Form – Individual Ensemble](#)
 - [Band/Orchestra MPA Rating Summary Form – All Ensembles](#)
 - [MPA Host Deposit Form](#)
 - [Adjudicator Application](#)
 - [Adjudicator Contract \(Large Ensemble MPAs\) & Adjudicator Stipend Confirmation Form](#)
 - [W-9 Form for Adjudicators](#)

SECTION 1: PLANNING (pp. 4-14)

- Select a viable date and a back-up date if possible
- Select a format
- Publicize your MPA to potential participating directors
- Contract adjudicators
- Confirm hospitality arrangements
- Confirm ensemble registration and payments
- Confirm the Declared Summary Grade Level of the Prepared Pieces for each ensemble
- Develop a schedule
- Prepare for the Sight-reading component
- Ensure that the tabulator(s) understand their responsibilities and provide them with a copy of the Guide
- Confirm final arrangements with directors and adjudicators
- Confirm that enough volunteers are confirmed for each of the areas where assistance is needed

SECTION 2: FACILITY NEEDS (pp.14-16)

- Confirm where ensembles will enter the building and where the check-in table will be placed
- Confirm where the holding, warm-up, and sight-reading areas (if not held on stage) will be located
- Confirm how the stage will be set and who will serve as the stage crew throughout the MPA
- Prepare a script for the announcer, including phonetic spellings as appropriate
- Plan for the needs of the adjudicator stations and type headings into the assessment forms
- Determine what recording technology adjudicators will use and communicate that to the adjudicators
- Confirm where the tabulation area will be located

SECTION 3: AFTER THE MPA (pp. 16-17) - *Two reports are due within one week of the MPA*

- Complete the online [MPA Host Expense Report Form](#) and mail the Registration Fees to the PMEA office
- Complete the online [MPA Host Assessment Report Form](#) for processing by the MPA Coordinator