



# Music Performance Assessments

## CHECKLIST FOR HOSTING A SOLO & SMALL ENSEMBLE MPA

(Cross-referenced to the *Guide to Hosting a Solo & Small Ensemble MPA*)

**You have decided to host a PMEA Solo & Small Ensemble MPA, now what?**

- Download and review the [Guide to Participating in a Solo & Small Ensemble MPA](#) and the [Guide to Hosting a Solo & Small Ensemble 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)
  - [Assessment forms for all Solo and Small Ensemble areas](#)
  - [MPA Host Deposit Form](#)
  - [Adjudicator Application](#)
  - [Adjudicator Contract & Adjudicator Stipend Confirmation Form](#)
  - [W-9 Form for Adjudicators](#)

### SECTION 1: PLANNING RESPONSIBILITIES (pp. 4-10)

- Select a viable date and a back-up date if possible
- Select a format
- Publicize your MPA to potential participating directors and sponsors
- Contract adjudicators
- Confirm hospitality arrangements
- Confirm registration and payments
- Develop a schedule of entries being assessed by each adjudicator
- Ensure that the tabulator(s) understand their responsibilities and provide them with a copy of the Guide
- Confirm final arrangements with sponsors and adjudicators
- Confirm that enough volunteers are confirmed for each of the areas where assistance is needed

### SECTION 2: FACILITY NEEDS (pp. 11-13)

- Confirm where participants will enter the building and where the check-in table will be placed
- Confirm where the holding and warm-up areas will be located either in the same or separate spaces
- Confirm where the assessment areas will be located for each adjudicator
- Plan for how each assessment area will be equipped with a piano or keyboard along with the other needs
- Confirm where the tabulation area will be located

### SECTION 3: AFTER THE MPA (pp. 13-14) - *Two reports 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
- Hosts as members of the PMEA MPA Committee

Contact Tom Snyder, MPA Coordinator, with questions at [mpa@pmea.net](mailto:mpa@pmea.net) or (724) 816-0420.