



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*
 - *Adjudicator Application*
 - *Adjudicator Contract Part 1 & Adjudicator Contract Part 2: 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
- ☐ 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.15-18)

- ☐ 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. 18-19) - *Two reports are due within one week of the MPA*

- ☐ Complete and submit the online *MPA Host Expense Report Form* for processing at the PMEA Office
- ☐ Complete the online *MPA Host Assessment Report Form* for processing by the MPA Coordinator

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