



CHECKLIST FOR HOSTING A JAZZ ENSEMBLE MPA

(Cross-referenced to the *Guide to Hosting a Jazz Ensemble MPA*)

You have decided to host a PMEA Jazz Ensemble MPA, now what?

- ☐ Download and review the *Guide to Participating in a Jazz Ensemble MPA* and the *Guide to Hosting a Jazz 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)
 - *Jazz Ensemble Music Performance Assessment Form*
 - *Jazz Ensemble MPA Rating Summary Form – Individual Ensemble*
 - *Jazz Ensemble MPA Rating Summary Form – All Ensembles*
 - *Adjudicator Application*
 - *Adjudicator Contract (Large Ensemble MPAs) & Adjudicator Stipend Confirmation Form*
 - *W-9 Form for Adjudicators*

SECTION 1: PLANNING RESPONSIBILITIES (pp. 4-9)

- ☐ 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
- ☐ Develop a schedule template and schedule performance times
- ☐ Ensure that the tabulator(s) understand their responsibilities
- ☐ Confirm final arrangements with directors and adjudicators
- ☐ Confirm that enough volunteers are confirmed for each area where assistance is needed

SECTION 2: FACILITY NEEDS (pp. 10-13)

- ☐ Confirm where ensembles will enter the building and where the check-in table will be placed
- ☐ Confirm where the holding and warm-up areas will be located
- ☐ Confirm how the stage will be set and who will serve as the stage crew throughout the MPA
- ☐ Plan for what additional accompanying instruments such as percussion or electronics will be provided.
- ☐ 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. 13-15) - *Two reports are due within one week of the MPA*

- ☐ Complete 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
- ☐ Hosts as members of the PMEA MPA Committee

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