



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*
 - *Adjudicator Application*
 - *Adjudicator Contract Part 1 & Adjudicator Contract Part 2: 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 and sponsors
- ☐ Contract adjudicators
- ☐ Confirm hospitality arrangements
- ☐ Confirm registration
- ☐ 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. 10-12)

- ☐ 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*

- ☐ Confirm where the tabulation area will be located
- ☐ 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
- ☐ Hosts as members of the PMEA MPA Committee

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