



CHECKLIST FOR PARTICIPATING IN A BAND AND/OR ORCHESTRA MPA

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

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

- ☐ Download and review the *Guide to Participating in a Band and/or Orchestra MPA* within the [Music Performance Assessment area](#) of the [PMEA website](#).
- ☐ Download and review the current forms involved in the MPA, including: (p.3)
 - *Band Music Performance Assessment Form*
 - *Band Sight-reading Assessment Form*
 - *String Orchestra Performance Assessment Form*
 - *String Orchestra Sight-reading Form*
 - *Medals Order Form (Optional)*
 - *Selective Music List Requests Form (If needed)*

SECTION 1: THE SYSTEM (pp. 4-9)

- ☐ Monitor the most current MPA Calendar for the list of confirmed MPA dates, sites, and contact information
- ☐ After receiving permission to participate, register online and contact the host to schedule a performance time
- ☐ Decide whether to participate in the *Traditional* or *Festival* performance context
- ☐ Process and mail payment for the Registration Fee to the host
- ☐ Complete the online *Declaring Prepared Pieces* form, including the Declared Summary Grade Level
- ☐ Review the Assessment Forms and use them as classroom tools before and after the MPA
- ☐ Communicate with the host to confirm final arrangements
- ☐ Review and prepare what to submit at the on-site Check-in

SECTION 2: THE EVENT (pp. 10-19)

- ☐ Review how the MPA progresses from Check-in to the Holding Area to the Warm-up Area through the performance on the Auditorium Stage
- ☐ Review how adjudicators use the Assessment Forms, including how scores and ratings are determined
- ☐ Review all aspects of the Sight-reading component
- ☐ Practice the Sight-reading process, possibly using sight-reading method books or music from your library
- ☐ Review how assessment results and scores will be returned along with how and when the audio recordings from the adjudicators will be available
- ☐ Recommended actions after the MPA
- ☐ For those ensembles participating in the *Traditional* performance context, consider the option to download the *Medal Order Form* and order medals for your students
- ☐ Directors as members of the MPA Committee

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