



CHECKLIST FOR PARTICIPATING IN A CHORAL MPA

(Cross-referenced to the *Guide to Participating in a Choral MPA*)

You have decided to participate in a PMEA Choral MPA, now what?

- ☐ Download and review the *Guide to Participating in a Choral MPA* within the [Music Performance Assessment area](#) of the [PMEA website](#).
- ☐ Download and review the current forms involved in the MPA, including: (p.3)
 - *Choral Music Performance Assessment 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 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 Form and use it 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. 10-14)

- ☐ Review how the MPA progresses from Check-in to the Holding Area to the Warm-up Area through the performance on the Auditorium Stage
- ☐ Plan for how the ensemble will be staged on the risers, where you want the piano placed, and whether you will use a conductor's podium
- ☐ Plan for how any additional accompanying instruments such as percussion or electronics will be transported to and from the MPA, moved throughout the MPA site, and placed on stage
- ☐ Review how adjudicators use the Assessment Forms, including how scores and ratings are determined
- ☐ 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.