



CHECKLIST FOR PARTICIPATING IN A JAZZ ENSEMBLE MPA

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

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

- ☐ Download and review the *Guide to Participating in a Jazz Ensemble MPA* within the [Music Performance Assessment area](#) of the [PMEA website](#).
- ☐ Download and review the current forms involved in the MPA, including: (p.3)
 - *Jazz Ensemble Music Performance Assessment Form*
 - *Medals Order Form (Optional)*

SECTION 1: THE SYSTEM (pp. 4-8)

- ☐ 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
- ☐ Complete the online *Declaring Prepared Pieces* form
- ☐ Review the Assessment Form and use it as a rehearsal tool 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. 9-14)

- ☐ 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 any electronics and additional accompanying percussion will be transported to and from the MPA, moved throughout the MPA site, and placed on stage within the host's overall set-up.
- ☐ Contact the host to confirm if you'll be using any electronics and/or percussion provided by the host.
- ☐ 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.