



CHECKLIST FOR PARTICIPATING IN A SOLO & SMALL ENSEMBLE MPA

(Cross-referenced to the *Guide to Participating in a Solo & Small Ensemble MPA*)

You have decided to participate in a PMEA Solo & Small Ensemble MPA, now what?

- ☐ Download and review the *Guide to Participating in a Solo & Small 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)
 - *Assessment forms for all Solo and Small Ensemble areas*

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

- ☐ Review student eligibility, small ensemble parameters, and information about who can be a 'sponsor'
- ☐ Monitor the most current MPA Calendar for the list of MPA dates, sites, and contact information
- ☐ Review the parameters concerning registration
- ☐ Review the parameters concerning choosing repertoire and required solo accompaniment
- ☐ Complete the online *Registration* and *Declaring Participants & Repertoire* forms
- ☐ Process and mail payment for the Registration Fee to the host
- ☐ Review the Assessment Forms and use them as classroom tools before and after the MPA
- ☐ Communicate with the host to confirm final arrangements, especially the performance schedule

SECTION 2: THE EVENT (pp. 9-12)

- ☐ Review how the MPA progresses from Check-in to the Holding/Warm-up Areas through the performances within the Assessment Areas
- ☐ Review how adjudicators use the Assessment Forms, including how scores and ratings are determined
- ☐ Review how assessment results will be returned
- ☐ Review how to order the medals provided by PMEA for each participating student after the MPA as funded by the registration fees
- ☐ Recommendations for after the MPA
- ☐ Sponsors as members of the MPA Committee with those who are PMEA members encouraged to attend the MPA Committee meeting held annually at the PMEA In-service Conference

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