

# **DISTRICT SOLO & ENSMBLE MPA**

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## DISTRICT SOLO & ENSEMBLE MPA

### A. ADVANCE PREPERATIONS

1. Secure a site for your District S & E MPA. Use the Host Site Agreement so there are no questions or misunderstandings. Make sure you visit the site to make sure that there will be adequate rooms, ventilation, easy access, and that other District needs can be met.
2. Hire adjudicators as soon as you can. Determine your needs based on the previous year.
3. As soon as you hire an adjudicator email them a contract, and ask that they sign it and return a copy to you.
4. Make sure you have your fees set for registration in the MPA online program. Make sure to include the State assessment in your fee structure.
5. Publish the deadline date for applications to be in your hands. Remember there is a seven (7) days grace period after the deadline, and you must accept their applications. After the seven (7) day deadline you need to charge the \$200.00 late fee.
6. **Make sure to check with the hosting school to see if they require a liability certificate from FOA to host this event. If they do, you can find the form you need on the District Chair section on the FOA website. Fill out the application completely and email as instructed. It usually takes 2-4 days to receive the certificate back.**
7. Only accept complete applications which should include an invoice page with signatures from the Director and Principal along with payment. DO NOT ACCEPT PURCHASE ORDERS!
8. Remind your District members to read the FOA Handbook section regarding Solo & Ensemble procedures and deadlines for title changes.
9. Make sure you have enough pianos (rent them if necessary). Make sure your host arranges to have pianos tuned. Electronic pianos are fine if they meet the following: 88 keys, are touch sensitive, have a working sustain pedal.
10. Make hotel reservations for your adjudicators. Prepay for their rooms using your American Express Card along with the FOA Tax Exempt Certificate. See separate "Making hotel reservations for MPA handout".
11. From your site host secure a school map showing the following: parking, warm up room, performance rooms, MPA office, and restrooms. You will send this out to your District when the final schedule is published.
12. When applications come in make a copy of the invoice page with the check at the bottom of the page. Type out your deposit slip and attach the copy of the invoice page to the bottom half of the deposit slip. You can have a maximum of 18 checks per deposit slip.
13. Order Superior and Superior with Distinction medals if need be. See the District Chair section of the website for ordering information.

## **B. IMMEDIATELY PRIOR TO YOUR MPA EVENT**

1. Schedule all events. You can use the auto scheduler built into the MPA online program, or you can schedule all events by hand. This is totally up to you.
2. Try to publish the schedule for your District at least two (2) to three (3) weeks before the event takes place.
3. Secure someone (preferably the District Secretary) to run the MPA office while your students are performing. (if necessary)
4. Make sure when you send out notification that the schedule is published you include the site map, concessions stand menu, and any pertinent information.
5. Contact the site host with the stand requirements for each performance room. Also remind them to contact their plant manager to make sure you will have air conditioning the day of the event.
6. Print out the Adjudicator sheets and separate into envelopes for them for the day.
7. Print out mileage for adjudicators from their home to the site, or home to the hotel and then to the site.
8. Be sure you have the materials for running the MPA office;
  - a. Adjudicator packets with sheets in performance order, their schedule for the day.
  - b. Pencils and pens in each packet.
  - c. Access to the FOA Handbook (for the rules).
  - d. Scanner to input results.
  - e. Adjudicator and general requisitions for paying adjudicators and bills.
  - f. Medals
  - g. Director sign-in sheet.
  - h. Computer that is connected to the internet for recording results
  - i. Large manila envelopes for each school's comment sheets and medals.

## **C. DAY OF MPA**

1. Arrive early enough to check on all arrangements and get sign posted around the school, unless your host took care of signage.
2. Set up the MPA office.
3. Meet with MPA workers to make sure they know their jobs.
4. Meet with the adjudicators. Giving them the following:
  - a. Their packets for the day.
  - b. Their schedule.

- c. Lunch menus (have them make their selections now)
  - d. Have them fill out the adjudication requisition form
  - e. Discuss the District expectations, reminding them to be consistent, fair, and give positive feedback to performers.
  - f. Remind them that all music needs to be numbered and that they should get an original copy of the music being performed.
  - g. Make sure they know where to go for lunch and the restroom. (make sure your judges do not have to use the same restrooms as the students)
5. Once your MPA is up and running find a quiet place in the office where you can total the adjudication requisitions up, and write each adjudicator check for the end of the day.
  6. Make sure you get an invoice from the host school for custodial service. Pay the custodian at the end of the day.

#### **D. GENERAL REMINDERS FOR S & E MPA DAY**

1. Have Directors sign in upon arrival and report any last-minute DNA's at that time. Students are not allowed to perform unless the Director or their designee is present.
2. Only Directors whose names appear on the application form may pick up results from the MPA office.
3. If the Director has submitted a letter to you signed by the school's principal and that director appointing someone else they would be allowed to pick up results.
4. Double check adjudicator comment sheets to make sure the rating awarded matched the grades given on the comment sheet.
5. Remember a Superior with Distinction may only be awarded if all grades on the sheet are an A.
6. Make sure Directors sign out at the end of the day and make sure they have all their comment sheets and medals.

#### **E. AFTER THE MPA**

1. Forward the MPA online report to participating directors so they can double check their numbers. After 3 days submit your final report to FSMA.
2. Pay all bills for piano rental and tuning. Reimburse the host school for worker meals, and the parent that took care of lunch.
3. Order medals if you ran short.
4. Make sure you enter all checks written into Quickbooks.

## **DISTRICT SOLO & ENSEMBLE MPA SITE REQUIREMENTS & GUIDELINES**

### **A. PERFORMANCE/WARM UP ROOMS**

1. Solo and small ensemble rooms
  - a. Large enough to accommodate no more than a quintet plus audience
  - b. 5 chairs, 5 stands
  - c. 1 tuned (A440) piano with a bench
  - d. 1 desk/table and comfortable chair for the adjudicator
  - e. Acoustically appropriate room with no sound bleed from another performance room
  - f. Air conditioned
2. Large ensemble rooms
  - a. Large enough to accommodate up to 11 performers plus audience
  - b. 11 chairs, 11 stands
  - c. 1 tuned (A440) piano with a bench
  - d. 1 desk/table and comfortable chair for the adjudicator
  - e. Acoustically appropriate room with no sound bleed from another performance room
  - f. Air conditioned
3. Piano solo room
  - a. 1 grand piano tuned (A440) with a bench
  - b. 1 desk/table and comfortable chair for the adjudicator
  - c. Air conditioned
4. Warm up room
  - a. Large open area (lunch room, commons area)
  - b. Air conditioned

### **B. MPA OFFICE**

1. Location/Site
  - a. Convenient to all performance areas
  - b. Separate, lockable room
  - c. Accessible to directors
  - d. Adequate lighting and working A/C
  - e. Space for 3-4 workers
  - f. Computer with internet access and printer
  - g. An area away from the MPA office for posting of ratings if your District posts results
  - h. MPA office should not be a director's lounge
2. Signage
  - a. Identify each room
  - b. Directional signs to all areas (MPA office, restroom, warm up, performance rooms)
  - c. Place judge's names outside of their respective room
  - d. Place the judges schedule outside of their room

## **C. OTHER GENERAL REQUIREMENTS**

1. Custodial, Security, and First Aid
  - a. Arrange for payment of each person
  - b. Custodial hours usually start the hour before and go an hour after the event ends. Payment for services may be run through the school or FOA may pay that person directly, just make sure you have them fill out a W9
  - c. Security should be hired if your MPA is run outside of the school day. Usually the host school's resource officer will work the event or they will find another officer.
  - d. Security hours usually co-inside with the length of the performance day. Make sure you know their salary and how you will make payment to them.
  - e. You are not required to have a first aid station but it may be wise to have an adult volunteer there during the day with a first aid kit. Remember legally they cannot dispense any medications.

## **D. EXTRAS**

1. Concession Stand
  - a. The host school may want to run a concession stand during the event. If they do this will make part of your job easier.
  - b. This is where you should be able to get coffee, etc. for your adjudicators during the day.
  - c. Also, your workers will be able to eat lunch on site.

## **E. WORKERS NEEDED FOR THE EVENT**

1. MPA office
  - a. 2 very responsible students to help sign in directors, collect DNA information, sort adjudication sheets after they have been recorded into the MPA on line program, put medals and sheets in each school's envelope for check out.
2. Adjudicator assistants
  - a. 2 students for each adjudicator one that is in the room with them. I use these students to keep the judge on schedule. The second student outside the room to keep performers moving into the room.
3. Adjudicator runners
  - a. 1 student for every 3 rooms. These students pick up the completed comment sheets from each judge's room place them in an envelope and run them to the MPA office for processing.
4. Host/Hostess
  - a. 1 or 2 students stationed at a table by the main entrance to help answer questions.
  - b. Make sure they have a copy of the master schedule by school and are completely aware of the location of all performance rooms.

**NOTE: Please use High School students for MPA workers. Usually there is a school with a Tri-M chapter that has students that need volunteer hours. Provide them with a snack in the morning and afternoon, and lunch. You can reimburse the Host schools concession stand for all of this after the event. MAKE SURE THE WORKERS ARE DRESSED IN BUSINESS ATTIRE!**