

# CHECKLIST FOR CHAPTER CHAIRS

**1. Early Planning:** It is recommended that your date and venue for this event be in place 4-6 months before testing day.

- Determine the date, time, location and fees for your chapter Music Literacy Program event.
- Request insurance coverage for your event as necessary. *(If you have any questions about insurance, contact the Administrative Coordinator ([wsmtaoffice@gmail.com](mailto:wsmtaoffice@gmail.com))).*
- Ask your chapter members to estimate how many students they plan to enter in MLP this year.
- Inform your members which events your chapter will be offering. *(MLP has 15 possible events (5 Fundamentals and 10 Options: Projects, Performance and Applied Skills)).*
- Estimate the number of participation certificates your chapter will need. Certificates are provided by WSM TA and available at the annual Leadership Seminar, or by mail. *(Ask your chapter representative at the seminar to pick them up for you.)*
- Encourage you chapter members to download the [MLP Registration Worksheet](#) well ahead of time to assist with preparing multiple students for multiple events and levels in coming months. *(On the Website: For Students; Music Literacy Program; Resources for Teachers)*

**2. Preparation:** Registration should be complete about 6 weeks before your MLP testing begins, and you should allow 3 to 4 weeks for your teachers to register.

- Fill out the [MLP Chapter Questionnaire](#) form so that the Administrative coordinator can prepare your registration forms. *(On the Website: For Students; Music Literacy Program; Resources for Chapter Chairs)*

**3. Registration:** The link to your chapter's registration form is on the WSM TA Website. *(For Students; Music Literacy Program; Register and Pay)*

- Direct your teachers to the WSM TA website when your registration opens.
- Remind your members of which events your chapter is offering. *(Registration forms will have all 15 possible events on them).*
- Instruct your teachers to have their [MLP Registration Worksheet](#) completed and on hand when they begin registering their students. *(On the Website: For Students; Music Literacy Program; Resources for Teachers)*

**4. Payment:** Set a firm due date for payments. Studios' registrations should not be considered complete until you have received notification that their payments have been received by WSM TA. *(You will receive an automatic email notification from WSM TA each time one of your teachers pays their studio fees.)*

- Calculate the amount each of your teachers should pay for their studio. *(Remember to add \$3.50 to your Chapter's fee for the state's portion.)*
- Contact each of your participating teachers to verify the total amount they need to pay.
- Direct them to the WSMTA website to pay their fees. *(On the website: For Students; Music Literacy Program; Register and Pay).*
- Monitor the notifications to be sure all teachers have paid their fees by your due date. Send reminders as needed,

**5. Organization:** After your registration closes, access your registration Spreadsheet using the link provided to you by the Administrative Coordinator.

- Determine the quantity and testing levels for printed materials
- Fine tune your needs for space, time, materials and volunteers during your event.

**6. Testing:** Tests are posted on the website under Resources for Chapter Chairs. The State MLP chair will provide you with a password to access the printable testing materials.

- Use the [Instructions for Facilitators](#) to familiarize your teachers with the tests they will be administering.
- Make sure you have a CD player, a computer, a tablet, or a phone for the Ear Training room.
- Make sure you have enough sharpened pencils for various testing rooms.
- Make signs for the doors as needed if you are offering multiple events.

**7. Chapter Fee Rebate:** When you have verified that all your teachers have paid, request your chapter's share of the registration fees.

- Use the [Chapter Fee Rebate](#) form to request your chapter's share of the registration fees. *(On the website: For Students; Music Literacy program; Resources for Chapter Chairs.)*

**8. Final Steps:** After your MLP event, there are just a few more things to do.

- Fill out the [Participation Profile](#). *(On the website: For Students; Music Literacy program; Resources for Chapter Chairs.)*
- Provide your teachers with the opportunity to review the tests with their students after the date of testing.
- Set a date for all tests to be destroyed after the review.
- Use the [MLP Written Theory Score Form](#) if your chapter plans to keep track of written scores over the years.