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).*
- ☐ 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 WSMTA 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 WSMTA Website. *(For Students; Music Literacy Program; Register and Pay)*

- ☐ Direct your teachers to the WSMTA 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 WSMTA. *(You will receive an automatic email notification from WSMTA each time one of your teachers pays their studio fees.)*

- ☐ Calculate the amount each of your teachers should pay for their studio.
- ☐ Contact each of your participating teachers to verify the total amount they need to pay.
- ☐ Direct them to the WSMTA website to pay their state fees, then instruct them on how your chapter wants to collect the chapter 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 has changed: When you have verified that all your teachers have paid, collect the fees that your chapter charges.

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.