

Director's Checklist & Assessment Rubric

Director's Preparation Checklist

Handbell Musicians of America Assessment Program

Utilize this checklist to guarantee your ensemble's complete readiness for the assessment process, from choosing repertoire to submitting the final video.

Phase 1: Repertoire & Eligibility

- ☐ **Verify Eligibility:** Confirm your group fits into one of the three categories (Soloist, Small Ensemble <8, Full Choir 8+).
- ☐ **Select music:** choose a repertoire that is a **graded** publication (e.g., Level 2, Level 3).
 - *Note:* There is no required list, but the piece must have a publisher-assigned grade.
- ☐ **Check Scores:** Ensure you have original scores for all ringers (no illegal photocopies).
- ☐ **Accompaniment:** If the piece requires other instruments (piano, flute, percussion), secure the musicians. (Backing tracks are permitted if live musicians are unavailable, but live is preferred).

Phase 2: Rehearsal & Technical Prep

- ☐ **Technique Review:** Ensure all special techniques (marts, shakes, mallets) are being executed correctly according to standard handbell notation.
- ☐ **Damping Check:** Pay close attention to damping. Unwanted ringing (blurring harmonies) is a common deduction.
- ☐ **Vertical Alignment:** Focus on the precision of chords. All bells on a beat should strike exactly together.
- ☐ **Dynamics:** Ensure the difference between *piano* and *forte* is audible and not just visual.

Phase 3: Recording Readiness

- ☐ **Video Permission:** Ensure all ringers (or parents of minors) have consented to being recorded.
- ☐ **Test Recording:** Run a "dress rehearsal" recording to check audio balance and camera angles.
- ☐ **Review Rubric:** Share the rubric below with your ringers so they understand how they will be evaluated.

Phase 4: Submission

- ☐ **Register Online:** Complete registration at www.handbellmusicians.org.
- ☐ **Upload Video:** Upload your best take to the provided link.
- ☐ **Payment:** Ensure fees are paid.