

CHECKLIST FOR GENERAL EVALUATOR

<u>Time</u>	<u>Duty</u>			
7:49	_____	Call on Evaluator #1 _____ for Speaker #1 _____		
		Call on Evaluator #2 _____ for Speaker #2 _____		
		Call on Evaluator #3 _____ for Speaker #3 _____		
8:00	_____	Give general evaluation, including such things as:		
		A. Initial Impression	<u>Yes</u>	<u>No</u>
		1. Meeting room was set up ahead of time, including trophies, banner, ballots, and equipment.	_____	_____
		2. Members arrived on time.	_____	_____
		3. Members fulfilled their assigned role or found their own replacement.	_____	_____
		4. Guests were greeted, asked to sign the guest book, and introduced to others.	_____	_____
		5. Meeting started on time.	_____	_____
		B. Meeting Flow and Value		
		1. Presiding officer set a positive tone for the meeting.	_____	_____
		2. Business session (if held) was structured and "crisp".	_____	_____
		3. Guests were formally introduced at beginning of meeting.	_____	_____
		4. Roles were explained so guests understood what was occurring.	_____	_____
		5. It was apparent that meeting participants had conferred with each other prior to the meeting.	_____	_____
		6. Meeting participants prepared in advance.	_____	_____
		7. Speakers prepared adequately and all speeches were "manual" speeches, allowing specific evaluation.	_____	_____
		8. Members displayed proper manners during meeting and there were no unnecessary distractions that could have been avoided.	_____	_____
		9. Everyone was given the opportunity to participate.	_____	_____
		10. For meeting flow, transitions between participants were smooth.	_____	_____
		11. Meeting followed club's standard agenda.	_____	_____
		12. Meeting appears that it will end on time.	_____	_____
		C. Comment on performance of Toastmaster		
		1. Introductions showed preparation (not read as if from speaker).	_____	_____
		2. Other		

- | D. Comment on performance of Table Topics Master | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Topics challenged speakers but not so much it was apparent they didn't want to participate. | _____ | _____ |
| 2. Those not on program or performing smaller speaking roles were called on before major program speakers. | _____ | _____ |
| 3. Other | | |

- | E. Comment on performance of Table Topic Speakers | | |
|---|-------|-------|
| 1. Speakers specifically responded to their topics. | _____ | _____ |
| 2. Other | | |

- | F. Comment on performance of Speech Evaluators | | |
|--|-------|-------|
| 1. Helpful and constructive. | _____ | _____ |
| 2. Preserved and enhanced speakers' self-esteem. | _____ | _____ |
| 3. Gave "I" statements rather than "We" ones | _____ | _____ |
| 4. Other | | |

G. Additional comments for the speakers not covered by evaluators

H. Last minute thoughts for comment

8:04 _____ Request Timer's report and vote for Best Evaluator to include Speech Evaluators and General Evaluator (so long as they were within their allotted time).

8:06 _____ Return control to the Toastmaster