

General Evaluator Checklist

BEFORE MEETING

Contact Toastmaster to verify:

Timer:

Grammarian:

Vote counter:

Evaluators:

- | | |
|----|------|
| 1. | For: |
| 2. | For: |
| 3. | For: |

Remind Evaluators to confer with Speakers about:

Special needs

Areas of improvement.

Remind Speakers to give:

Speaker/Speech introduction to Toastmaster

Manual to Evaluator

Prepare self-introduction for Toastmaster

Arrive early to discuss changes with Toastmaster

Present written self-introduction to Toastmaster

General Evaluator Checklist

INTRODUCE THE TEAM

General Acknowledge Toastmaster and audience.

Explain the purpose of the Evaluation session.

Introduce Team members/Ask them to explain duties:

Timer

Grammarian

Vote counter

Evaluators

1. For:

2. For:

3. For:

EVALUATION OF MEETING

Evaluate Presiding Officer Start on time?
Keep order, was a leader?
Guests greeted?
Introduce Toastmaster?

Evaluate Toastmaster Introduce the Speakers & Table Topics Master?
Set appropriate mood for speeches?
Provide smooth program continuity?
Successfully complete all portions of job?

Evaluate Table Topics Topics interesting?
Topics easily understood?

E1

E2

E3

Evaluate Evaluators Constructive suggestions offered?
Points missed (do not re-evaluate)?
Sandwich Effect?

Call for Reports Timer:
Grammarian
Vote Counter

General Return control of the program to the Toastmaster.