

General Evaluator Checklist

- A. If there are NO speakers go to Step H, otherwise go to the next step B.
- B. Introduce Speech Evaluator #1 _____ and the name of the speaker being evaluated is _____
- C. If there is only one speaker, go to Step E, otherwise go to step D.
- D. Introduce Speech Evaluator # 2 _____ and the name of the speaker being evaluated is _____
- E. Now ask the Timer _____ if the evaluator(s) qualified.
- F. Ask the members to vote for Best Evaluator (if there are 2 or more Speech Evaluators). Have the votes passed to _____
- G. Now ask _____ for the Grammarian's Report.
- H. General Evaluator now performs a general evaluation of the meeting as follows:

Room Preparation: <ul style="list-style-type: none"> ▪ Banner ▪ Lectern ▪ Sign up Sheet, Name Tags 	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs Improvement
Meeting <ul style="list-style-type: none"> ▪ Did the meeting start on time? 	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs Improvement
Meeting Roles <ul style="list-style-type: none"> ▪ Were all the meeting roles filled? ▪ How many speeches from the CTM/Advanced Manuals were presented? 	<input type="checkbox"/> Excellent (everybody showed up, 2 speeches) <input type="checkbox"/> Good (some substitutions, 1 speech) <input type="checkbox"/> Needs Improvement (some unfilled roles, no speeches)
Guests <ul style="list-style-type: none"> ▪ Did the President introduce the guests at the start of the meeting? ▪ Did the club members introduce themselves to the guest at the start of the meeting? 	<input type="checkbox"/> Excellent <input type="checkbox"/> N/A (No guests) <input type="checkbox"/> Needs Improvement
Meeting Flow <ul style="list-style-type: none"> ▪ Did the Toastmaster prepare and conduct a meeting that flowed well from section to section? ▪ Was the Table Topics master prepared and organized? ▪ Did all speakers accept & release the lectern properly? 	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs Improvement (Needs more preparation/organization)

- I. Returns control of the meeting to the Toastmaster _____ while the ballots are being cast and counted.