

# GENERAL EVALUATOR'S CHECKLIST

## General Evaluator Duties

1. Address the group: Mr. Toastmaster, Fellow Toastmasters...
2. Brief description of eval portion of meeting, if desired
3. Call up each speech evaluator. Give brief introduction for each if possible.
4. Call on the Timer and Ah Counter to give reports
5. Evaluate the meeting in general: go through the checklist as desired.

## OPENING

Start: \_\_\_\_\_ On Time \_\_\_\_; Late \_\_\_\_

Comments on theme: \_\_\_\_\_

Functionaries introduced by Toastmaster (Y/N)? \_\_\_\_\_

Name of Timer: \_\_\_\_\_; Name of Grammarian/Ah Counter \_\_\_\_\_

Word of the Day: Name \_\_\_\_\_ comments: \_\_\_\_\_

Invocation: Name \_\_\_\_\_ comments: \_\_\_\_\_

Humorist: Name \_\_\_\_\_ comments: \_\_\_\_\_

## TABLE TOPICS

Comments on: Introduction/explanation of Table Topics, explanation and demonstration of timing, Table Topics questions, general manner of Table Topics Master: \_\_\_\_\_

Comments on Table Topics speeches: \_\_\_\_\_

## PREPARED SPEECHES

Introductions, explanation of projects, timing explained: \_\_\_\_\_

## SPEECH EVALUATIONS

Introduce evaluators for each speech.

Comments on evaluations: Helpful, specific, encouraging, not watered down. improvements:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

Timer's report on evaluations: \_\_\_\_\_

Grammarian/Ah Counter's report: \_\_\_\_\_

Additional comments to Grammarian/Ah Counter's report: \_\_\_\_\_

Comments on Toastmaster and the meeting in general: \_\_\_\_\_

Return control of the meeting to Mister/Madam Toastmaster: \_\_\_\_\_