

General Evaluator's Duties

Evaluate the meeting as a whole and evaluate the Evaluators

Overall

- The room was set up before the meeting (table, agenda, feedback forms, etc.)
- The meeting started on time
- The meeting progressed per the timeline of the agenda and seems to end on time
- People said “returning control to...” instead of “turning control over to..”
- The lectern was never left empty during the meeting
- Each transition was smooth with a handshake
- The audience applauded until the next person takes over the lectern

Comments:

Presiding Officer _____

- Presiding officer welcomed guests
- Presiding officer introduced the Opener

Opener _____

- Opener chose a nice thought to get us started

Toastmaster _____

- Toastmaster was well prepared
- Toastmaster provided good introductions and transitions
- Speaker introductions included speech objectives
- Toastmaster gave the attendees 1 minute after each speech to write feedback

Grammarian _____

- Grammarian explained his/her duties clearly so guests understand them
- The Word of the Day was presented with pronunciation, definition and examples

Ah Counter _____

- Ah Counter explained his/her duties clearly so guests understand them

Timer _____

- Timer explained his/her duties clearly so guests understand them
- Timer signaled the timing light at the designated times
- Timer gave concise reports

Videographer _____

- Videographer explained his/her duties clearly so guests understand them

- Evaluation was based on the speaker's objectives
- Evaluation consisted of positive reinforcement and constructive suggestions
- Evaluator offered specific suggestions with examples

Comments:

Evaluator 2 _____ evaluating Speaker _____

- Evaluation was based on the speaker's objectives
- Evaluation consisted of positive reinforcement and constructive suggestions
- Evaluator offered specific suggestions with examples

Comments:

Evaluator 3 _____ evaluating Speaker _____

- Evaluation was based on the speaker's objectives
- Evaluation consisted of positive reinforcement and constructive suggestions
- Evaluator offered specific suggestions with examples

Comments:

Table Topic Master _____

- Table Topics Master explained the purpose of Table Topics
- Topics were challenging and interesting
- The session progressed at a good pace
- Members with no/small roles were prioritized to participate
- Guests were invited to participate without being forced

Comments:

Summary Comments:

Congratulations to the Evaluation Team!