

General Evaluator's Checklist & Notes

You are the **EMCEE** of the evaluation portion of the meeting. Take notes of aspects of the meeting that deserve commendation or recommendations (except for Table Topic and prepared speeches). **Call upon each evaluator** in the order specified on the meeting agenda. You may then begin your evaluation of the club meeting and the speech evaluators. The following is a list of recommended topics.

Theme: _____ Any creative, new
Ambience of the Meeting: _____ ideas at this meeting?
Toastmaster of the Evening: _____

General comment(s) about **prepared** speeches: _____
(This section includes observations that the evaluators may have missed. **Limit your remarks here!** It is the evaluators' job to give the lion's share of oral feedback to the speakers on the agenda.)

Specific feedback to Evaluators:

1) _____

2) _____

3) _____

Table Topics Master: _____

Flow of the meeting: _____
(anyone over time? disruptions? adequate explanations to the audience? strong audience reaction? special moments?)

- Protocols:
- (1) guests welcomed? various roles explained to guests?
 - (2) podium always left attended?
 - (3) speech objectives provided?
 - (4) District Officers introduced?
 - (5) Club information readily available?
 - (6) Room equipped properly? (timing cards, voting slips, agendas, etc.)

Make your concluding remarks here. Then, remind members to mark their ballots for **Best Evaluator**. (The TMOE has already asked people to submit ballots for **Best Speaker** and **Best Table Topics**. If he hasn't, then do so now.)

As emcee, you should call upon the following assistants:

- Reports:
- (1) Ah-Counter/Grammarian
 - (2) Timer (lets everyone know who qualified for a ribbon)

You may now turn the podium over to the Senior Presiding Officer for concluding remarks and guest comments.
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