

GENERAL EVALUATOR'S CHECKLIST

Evaluator:

Date:

<i>Role</i>	<i>Objectives</i>	<i>Y/N</i>
Sergeant at Arms	Were the guests warmly welcomed?	
	Were lights, lectern, clock, agenda sheets, voting slips, etc., all in place?	
	Did the meeting start on time and restart on time after the break?	
Chairperson	Were up-to-date programs available without excessive last-minute changes?	
	Did any individual segments run over time and why?	
	Was the meeting fast-paced and under control?	
Timer	Clapped to signal 30 seconds overtime (except for guests and ice-breakers)	
	Kept a record of people's times and gave a report when called upon.	
Ah Counter	Understood Ah counting rules: "crutch" sounds and long pause fillers.	
	Recorded Ahs used, and gave a report when called upon.	
Humorist	Was the humour clean?	
	Delivered the humour using gestures and vocal variety instead of reading it	
Grammarian /Wordmaster	Was the word printed large enough to be seen from the back of the room?	
	Were examples of the word's usage given?	
	Listened for and reported on incorrect pronunciations, poorly enunciated words, incorrect grammatical forms without mentioning the people's names.	
Table Topics Master	Briefly stated the session purposes and time allotted to each speaker.	
	Called on an experienced speaker to set an example to guests.	
	Offer more chances to guests, new members and non-program-participants.	
	Never called on the Table Topics evaluator.	
Table Topics Evaluator	Asked the question first, so everyone was forced to listen and think.	
	Adopted the "PIP" method: Praise, Improvement, and Praise.	
	Did not comment on or embellish what the speaker said. Concise.	
Toastmaster	Did the Toastmaster propose a toast after a good mini address?	
	Introduced each speaker's name and the speech title, manual, speech number, the objectives, and the time allotted. Conclude the introduction by repeating the speaker's name and the speech title.	
	Avoided commenting on the speech itself.	
Speech Evaluator#1	Commend-Recommend-Commend. And a positive and encouraging conclusion	
	Avoided commenting the content, unless it is part of the evaluation criteria.	
	Avoided negative sounding words like "fault", "problem", "wrong".	
Speech Evaluator#2	Commend-Recommend-Commend. And a positive and encouraging conclusion	
	Avoided commenting the content, unless it is part of the evaluation criteria.	
	Avoided negative sounding words like "fault", "problem", "wrong".	
Speech Evaluator#3	Commend-Recommend-Commend. And a positive and encouraging conclusion	
	Avoided commenting the content, unless it is part of the evaluation criteria.	
	Avoided negative sounding words like "fault", "problem", "wrong".	
Inspirator	Inspired by leaving people with something significant to think about.	
	Delivered the mini-speech with minimal use of notes within the time allotted.	