

GENERAL EVALUATOR CHECKLIST

Your role as GE is to provide an evaluation of participants or portions of the meeting that have not previously been evaluated. You have a team of people who will be assisting with this task.

ROLE	TASK REQUIRING EVALUATION
Set-up	Were the facilities arranged for the meeting?
Cashier	Did the Cashier arrive 20 minutes before meeting? Did the Cashier stay at door for 15 minutes after Start for latecomers?
Guest Host	Did the Guest Host arrive 20 minutes before meeting? Did they introduce themselves to arriving members and guests? Were guests assigned someone to introduce them?
Chairperson	Was the meeting called to order punctually? Was a self-introduction given? Were the guests introduced? Business session: Executive reports Committee reports Unfinished and new business (evaluated by parliamentarian)
Parliamentarian Report	Was the Parliamentarian familiar with rules and regulations governing parliamentary procedure? Did he / she comment on the chairperson and other members? (Do not re-evaluate unless something critical was missed).
Secretary	Were the motions clearly stated with the exact wording?
Invocation	Was the invocation elegant, tasteful, not long-winded or boring? Appropriate to evening activities?
Loyal Toast	Was the toast given to the reigning king or queen, notable Canadian, worthy figure in news or history? How well was it done?
Chairperson	Comment on the formal introduction of Table Topics Master.
Table Topics Evaluator	Did the TT Evaluator comment on overall TT session? Was the Table Topic Master evaluated? Comment of the evaluation of the TT speakers – it should have been a brief evaluation: few commendations and something to improve on. (Do not re-evaluate unless something critical was missed).
Humorist	Was the subject matter appropriate to audience, delivery elegant, not offensive? Was it funny / entertaining?
Chairman	Was the second half of the meeting called to order after 10-minute break?
Toast	Was the toast tasteful, informative, entertaining, humorous, appropriate toast to person delivered? Was the toast called for?
Reply	Did the reply reflect the tone and length of toast?
Chairman	Comment on the formal introduction of Toastmaster.
Toastmaster	Did the Toastmaster: explain the purpose of prepared speech section? Remind audience to fill out evaluation sheets? Provide a formal introduction of each speaker? Attempt to blend intro with speaker's topic? Clearly state the speech title and requested time?
Prepared Speeches	Ask timer for prepared speech times
Timer	How effectively did the timer summarize and present the report? Was the name, speech title, requested time and actual time for each speaker given?
Call on Speech Evaluators	Remind evaluators they have 3 minutes Ask timer to give green light on 2, amber on 2.5 and red on 3

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Speech Evaluator 1 (if time allows)	Met requirements for speech manual? Did audience know what manual requirements were? One or two areas of improvement? 3 or more successful abilities / traits Under 3 minutes?	
Speech Evaluator 2 (if time allows)	Met requirements for speech manual? Did audience know what manual requirements were? One or two areas of improvement? 3 or more successful abilities / traits Under 3 minutes?	
Speech Evaluator 3 (if time allows)	Met requirements for speech manual? Did audience know what manual requirements were? One or two areas of improvement? 3 or more successful abilities / traits Under 3 minutes?	
Speech Evaluator 4 (if time allows)	Met requirements for speech manual? Did audience know what manual requirements were? One or two areas of improvement? 3 or more successful abilities / traits Under 3 minutes?	
Present Awards	Most improved speaker	Best speaker
	Provide a BRIEF explanation of why you have chosen these speakers.	
Grammarian report	Call on the grammarian to present linguistic faux pas and grammatical gems.	
Ah counter report	Call on Ah-Counter to present report on Ahs, ums, repeated words, slurs, lengthy pauses, fillers, fumbles Present Award Ah-Pig Award	
Make general comments and hand back to Chairperson		