

General Evaluator Worksheet

Give an evaluation of:

- Was the meeting **interesting, beneficial, efficient, and fun?**
- Pre-meeting (guests greeted, Guest Packet, room setup)
- Business Meeting (Parliamentary Procedure)
- Toastmaster (agendas, contact folks before meeting, stay on schedule)
- Tabletopics (included minimal responsibility folks, answerable questions)
- Proper Introductions (of Toastmaster and of Speakers, researched, last words uttered were the name)
- Unnecessary Assignment Duplication (busiest folks not given two assignments)

Introduce the 1st Evaluator, etc.

#1 will be evaluated by

#2 will be evaluated by

#3 will be evaluated by

Give an evaluation of:

- Accuracy of Speaker Evaluations: Was focus on the performance not the speaker? Start with 3 or more positives, 1-2 constructive comments, end with 2 or more positives? Avoid giving point of view on topic? Provide specifics? Use "I" vs. "you"? Avoid judging. Did the evaluation leave a feeling of encouragement ... did positives outnumber constructive by a factor of approx 4?

Request reports from:

- Timer
- Grammarian
- Ah Counter
- Wordmaster

Give an evaluation of:

- Lectern Guarded
- Speaking Opportunity for All
- Other

Return control of the meeting to the Toastmaster.