

Parker Toastmasters Club #4881, District 26, Metro Division, Area 6

General Evaluators Report

Date: _____

Duties: 1) Evaluate the meeting as a whole; everything and everyone except speaker who are already evaluated by Evaluators.
 2) Evaluate Evaluators.

1) General Observations	
Yes	No
	The Participants were contacted in advance.
	The room was set up before the meeting. (tables, agenda, feedback forms, etc.)
	The meeting started on time.
	The meeting progressed per the timeline of the agenda and seems to end on time.
	Each transition was smooth with a handshake, never leaving the lecturn empty.
	The audience applauded until the next person takes over the lecturn.
	The meeting was enjoyable.
	Comments: _____
2) Greeting Guest and Members	
Yes	No
	Guest were signed in and given a name badge.
	Guest were greeted and introduced to others.
	Guest were asked their reason for attending the meeting.
	Guest were given club materials.
3) Toastmaster	
Yes	No
	Toastmaster was well prepared.
	Toastmaster asked each role participant to explain their roles.
	Toastmaster properly introduced the speakers
	Toastmaster announced the objectives of each speakers presentation
	Toastmaster created an enjoyable theme.
4) Table Topics	
Yes	No
	Table Topics was well prepared.
	Table Topics progressed well
	Members with no or small roles were called on first to participate.
	Guest were invited to participate freely.
	Table Topics were challenging & interesting, too easy, too difficult.

5) Grammarian	
Yes	No
	Grammarian explained their duties so all understood them.
	The Word of the Day was presented with pronunciation, definitions and an example in a sentence.
	Grammarian paid close attention and gave a concise and helpful report.
6) Ah Counter	
Yes	No
	Ah Counter explained their duties clearly so all understood them.
	Ah Counter paid close attention and gave a concise and helpful report.
7) Timer	
Yes	No
	Timer explained their duties so all understood them.
	Timer signaled the timing card at the designated time and held it up until it was acknowledged by the speaker.
	Timer gave concise reports.
8) Evaluation of Evaluators	
Yes	No
	Evaluator 1:
	Evaluation was based on the speaker's objectives.
	Evaluation seemed caring and was encouraging the speaker.
	Evaluation consisted of positive reinforcement and constructive suggestions.
	Evaluation offered specific suggestions with examples.
	Comments:
Yes	No
	Evaluator 2:
	Evaluation was based on the speaker's objectives.
	Evaluation seemed caring and was encouraging the speaker.
	Evaluation consisted of positive reinforcement and constructive suggestions.
	Evaluation offered specific suggestions with examples.
	Comments:
Yes	No
	Evaluator 3:
	Evaluation was based on the speaker's objectives.
	Evaluation seemed caring and was encouraging the speaker.
	Evaluation consisted of positive reinforcement and constructive suggestions.
	Evaluation offered specific suggestions with examples.
	Comments:
Yes	No
	Evaluator 4:
	Evaluation was based on the speaker's objectives.
	Evaluation seemed caring and was encouraging the speaker.
	Evaluation consisted of positive reinforcement and constructive suggestions.
	Evaluation offered specific suggestions with examples.
	Comments: