

General Evaluator Report **Date:** _____

Sergeant at Arms of the Evening

Chairs, Tables, Lectern, Banner in place?
Program distributed?
Special Material (video, screen, etc.) in place?
Greeted Members and Guests?
Signed in Members & Guests?
Name Badges distributed?

President

Meeting start on time?
Opening Remarks appropriate?

Vice President Membership

Guests were presented?
New Members Introduced?
Guests were assigned Mentors?

Toastmaster of the Evening (TM)

Presented and Roles explained by the:
General Evaluator?

Stumble-Catcher?

Time-Keeper?

Vote-Counter?

Grammarian-Word?

Table-Topics Master?

Grammarian-Word

Word was appropriate and explained?

Table-Topics Master

Topics were appropriate?
Suggestions for speakers how to improve?
Guests invited to participate?
Time-Keeper announced eliminations?
TT Master Announced Voting?

Speakers

TM Introduced the Speakers appropriately?
Time-Keeper announced eliminations?
TM Announced Voting?

Evaluators

TM Introduced the Evaluators appropriately?
Time-Keeper announced eliminations?
TM Announced Voting?

Evaluator N° 1

Speaker's C.C. Manual?
Began on a positive note?
Encouragement?

Evaluator N° 2

Speaker's C.C. Manual?
Began on a positive note?
Encouragement?

Evaluator N° 3

Speaker's C.C. Manual?
Began on a positive note?
Encouragement?

Evaluator N° 4

Speaker's C.C. Manual?
Began on a positive note?
Encouragement?

Stumble-Catcher

Report Complete?

Grammarian-Word

Report Complete?

Time-Keeper

Report Complete?

Vote Counter

Awarded (Ribbons)?

Comments: