



General Evaluator Checklist

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the General Evaluator is to evaluate everything that takes place throughout the meeting. During the meeting, I will take notes on everything that happens and doesn't happen. I will evaluate each participant on the meeting program and look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. **I will now introduce my team and ask them to briefly describe their roles (Speech Evaluator, Ah Counter, Grammarian, and Timer).** At the end of the meeting, **I will call on my team members for their reports and will conclude by giving my report.**

Thank you, Mr./Madam Toastmaster."

Before Meeting

- ☐ Was the room and equipment set up on time?
- ☐ Were guests welcomed upon arrival?
- ☐ Were guests informed about Toastmasters and the meeting format?

Notes: _____

Meeting Opening

- ☐ Was the presiding officer prepared and organized?
- ☐ Did the meeting start on time?
- ☐ Was everyone properly introduced?
- ☐ Was the Toastmaster properly introduced?

Notes: _____

Toastmaster

- ☐ Did the Toastmaster fill all roles prior to the meeting starting?
- ☐ Did the Toastmaster introduce and explain the meeting's theme?
- ☐ Did the Toastmaster introduce the General Evaluator?
- ☐ Did the Toastmaster properly introduce the Topicsmaster?

Notes: _____

General Evaluator

- ☐ Did the General Evaluator properly introduce the Grammarian?
- ☐ Was the Grammarian prepared and did they introduce their role within the allotted time?
- ☐ Did the Grammarian properly introduce the Word of the Day?
- ☐ Was the Word of the Day challenging, appropriate, and fitting for the theme of the meeting?
- ☐ Did the General Evaluator properly introduce the Timer?
- ☐ Was the Timer prepared and did they introduce their role within the allotted time?
- ☐ Did the General Evaluator properly introduce the Ah-Counter?
- ☐ Was the Ah-Counter prepared and did they introduce their role within the allotted time?
- ☐ Was the General Evaluator's report given?

Notes: _____

TableTopics master

- ☐ Was the purpose and timing of Table Topics® properly explained?
- ☐ Was the topic selected appropriate and did it fit the meeting theme?
- ☐ Did the Topicsmaster call on people who did not have a meeting role first during Table Topics?
- ☐ Were guests invited to participate?
- ☐ Did the Topicsmaster track time to ensure the meeting stayed on schedule?
- ☐ Was control properly returned to the Toastmaster?

* Please give a brief overview of each section when reporting. You do not need to comment on each specific line.

Notes: _____