

General Evaluator Checklist

- Before the meeting is called to order**, help the speakers connect with the speech evaluators and the other meeting volunteers connect with the CL manual evaluator.
- During the meeting**, observe its flow and consider the following checklist in the preparation of your evaluation.

Amenities:

- Banner in place?
- Lectern and gavel available?
- Ribbons in place for distribution at the end of meeting?
- Ballots distributed to audience?
- TM Members wearing their badges?
- Were guests greeted at the door? Did you see members speaking to guests during the break?

Punctuality:

- Did the meeting start on time, at 6:45pm?
- Did the evaluation portion start at (or near) 8:00pm?
- Does it appear the meeting will end on time, at 8:30pm?

Efficiency:

- Roles assigned?
 - Last minute role changes addressed smoothly?
- Was there obvious confusion before the meeting, or did the Toastmaster and other members handle things in stride?
- Did it appear the Toastmaster had received bios for all of the speakers?
- Were the evaluators prepared?
- Were the speakers' manuals in the evaluators' hands?

TM Protocols:

- Members and Guests acknowledged?
- Transitions at lectern (Lectern manned at all times; Handshakes at lectern)
- Roles explained?
- Table Topics appropriate?
 - TT speakers relaxed?
 - Any general comments on how questions were handled?

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Your Observations:

- Did everything happen as, and when, you expected it to happen? For example, were the banner displayed, evaluation forms and ballots distributed, etc.? Did every segment of the meeting start and end on time?
- Observations about the meeting theme and how well the Toastmaster communicated that theme?
- Observe every participant's performance. When you deliver your evaluation comment on good performance and suggest improvements, if any.
- Comment on the preparation, organization, delivery and enthusiasm of each person's function.
- Do not reevaluate the Prepared Speakers, although (if time permits) you may mention something that the speech evaluators may have missed.
- Comments on the evaluations? Were they effective? Any common themes?

Guidelines

- Please remember that you will not have time to comment on everything. Be selective in your oral evaluation.
- Make it clear that the opinions expressed are your own. Example: Use expressions such as: "I think"; "I believe"; or "In my opinion". Do not use phrases such as "you should" or "you must".

Other appropriate terms are: "I liked" and "I would have liked". Avoid making a positive comment and then using a statement that begins with "but".
- While each person delivers their evaluation, sit or stand off to the side but closely enough that you can return quickly to the lectern to shake the speaker's hand once (s)he has finished.
- Be positive: make your feedback constructive. Don't criticize negatively without offering ideas on how to improve. Stick to only one or two areas of improvement. People will ignore everything you say if you appear to be too negative. Conclude discussion of each function with praise or congratulations.

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The evaluation portion of the meeting:

- Once you accept control of the meeting from the Toastmaster, give a short explanation of the benefits of evaluation (under 1 minute).
- Mention that there are other people to assist you. *"I do not evaluate the entire meeting myself; there are other evaluators to assist me in this task."*
- Remind the audience that the time limit for speech evaluations is 2-3 minutes.
- Welcome each speech evaluator to the lectern.
 - **Evaluator 1** _____ evaluating the speech of Speaker 1_____.
 - Thank the evaluator
 - Was the evaluation positive, upbeat, insightful, helpful?
 - **Evaluator 2** _____ evaluating the speech of Speaker 2_____.
 - Thank the evaluator
 - Was the evaluation positive, upbeat, insightful, helpful?
 - **Evaluator 3** _____ evaluating the speech of Speaker 3_____.
 - Thank the evaluator
 - Was the evaluation positive, upbeat, insightful, helpful?
 - **Evaluator 4** _____ evaluating the speech of Speaker 4_____.
 - Thank the evaluator
 - Was the evaluation positive, upbeat, insightful, helpful?
- Ask **Timer** _____ for Evaluators' times.
- Call on **Grammarian** _____ to give report on the Word-of-the-Day and filler words.
- Call on **Quizmaster** _____ (5-7 questions, depending on time)
 - Be conscientious of the time and, if necessary, you should signal or speak to the Quizmaster to ask them to wrap up.
- Deliver your general evaluation of meeting.
 - Please remember that you will not have time to comment on everything. Be selective in your evaluation.
 - Be conscientious of the time and try to limit your comments to 3-5 minutes.
- Return control of meeting to **Toastmaster** _____.