

The General Evaluator looks at the meeting as a whole. Typically, you don't comment on featured speakers, because they already have an evaluator. You speak for 2 to 4 minutes. Choose from the items listed below.

What?	Responsible	My notes
Room set up properly & completely; banner up	Sergeant at Arms	
Guests greeted	SAA, VP/Membership	
Guest signed guestbook and received visitor packet	SAA, VP/Membership	
Meeting started on time	SAA	
Theme brief, clear	Toastmaster	
Anyone go way over time	Toastmaster	
Agendas for all? Correct	Toastmaster	
Transitions smooth	Toastmaster	
Supportive & professional	Toastmaster	
Dealt with changes well	Toastmaster	
Guests introduced selves	Toastmaster	
Word of the Day explained well	Ah-Grammarians	
Report helpful, succinct, not a laundry list	Ah-Grammarians, Timer	
TT Introduction clear and brief (1 min. max.)	Table Topics Master	
Creative, well-planned TT	Table Topics Master	
Called on role-less	Table Topics Master	
Skills displayed during TT	Table Topics Speakers	
Organized evaluation: opening, body, close	Speech Evaluators	
Addressed speech goals	Speech Evaluators	

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Provided speaker with something to improve	Speech Evaluators	
Praise/critique balanced	Speech Evaluators	
Feedback specific, clear; no "book report" (speech summary)	Speech Evaluators	
Speech bios/intro useful	Speakers	
Any times of confusion	All roles	
Protocols followed (applause, handshakes)	All roles	
Special techniques (props, advanced skills) displayed	All roles	
Encouragement displayed	All members	
Professionalism displayed	All members	
Goal-seeking displayed	All members	
We all had fun	All attendees	