

General Evaluator:

First Half

- ✓ Room, Set Up, Welcoming
- ✓ Introduction – welcoming, good start.
- ✓ The chairman/President – Good messaging for theme, and setting tone of the meeting being his.
- ✓ Invocation – timely, delivered well, etc.
- ✓ Toast – timely, delivered well, etc.
- ✓ Guest Introductions – Guest List, Welcoming, Give good info.
- ✓ Humour – Suitable, Funny, well told?
- ✓ DUTIES (all fairly experience)
 - Grammarion – good choice? Tied into theme or purpose.
 - Timekeeper – duties and equipment shown.
 - Gruntmaster – are we scared enough?
- ✓ Toastmaster's Tip – good tip, understandable, easy to remember?
- ✓ Parliamentarian Tip --
- ✓ Business Session – *Chair keep order, follow rules, keep the meeting flowing.*
- ✓ **Table Topics Evaluator** – TTM Contestants Work on
- ✓ General Effectiveness, mood, etc. of the meeting – summary of atmosphere & feel of meeting
- ✓ **Awards: Best Table Topics:** _____

Second Half - Maximum 8 minutes. Comment on:

- President's Intro of the Toastmaster
- **The Toastmaster** – housekeeping: ballots GE Timer Instructions Evaluators cued
- speeches (but only to the extent something very important has been missed by the evaluator)
- EVALUATORS
- Helpers (Gruntmaster, Grammarian and Timekeeper)
 - Grammarian – word used, unique grammar noted (good and bad)
 - Timekeeper – time and allowed time, more detail, add extra punch to keep attention.
 - Gruntmaster – did we make money, point out useful information.
- General Comments
 - *Bring to the attention of the group any incidents of table chatter or banter you found distracting or unproductive. Bring to the attention of the group any comments of a sexual nature or any other unacceptable comments that may be offensive or embarrassing to some that are not in the spirit of Toastmaster.*

Awards:

- **Best speaker:** _____
- **Best evaluator:** _____