

SOS Toastmasters General Evaluator Worksheet

Date: _____ General Evaluator: _____ Word of the Day: _____

1. Meeting Elements:

- a. Did the meeting start on time Yes No and end on time? Yes No
- b. Were all role holders on time and present at the start of the meeting? Yes No
- c. How many club members were present? _____
- d. Were guests greeted and made to feel welcome? Yes No
Guests (number and/or names): _____
- e. Was the room in order? (forms, banner, etc. in place, room arranged in an orderly fashion, information on the blackboard) Yes No
- f. Comments on the Toastmaster's performance. Was he/she well prepared? Did he/she make feel everyone comfortable? Was he/she active in putting together the meeting? Was he/she able to adapt to absences?

2. Speech evaluations:

- a. Did the speech evaluators do a good job (introduction and evaluation)?
- b. Comments on the 1-2 min evaluation time between speeches and evaluations. Did the Toastmaster/audience ask further questions? Was the speaker made comfortable? Was there enough time allowed for writing the evaluations?

3. Table Topics:

- a. Table Topics Master: _____
- b. Number of participants: _____
- c. Short description of the general subject:
- d. Did the Table Topics Master do a good job? What can we improve in the Table Topics session?

4. Comments on any other outstanding aspects or areas that need improvement: