

# General Evaluation Form

This is a form clubs can have their General Evaluators use. They are just some suggested things that most clubs need to watch for.

Remember your General Evaluation should only be 2-3 minutes long so don't comment on every item listed below, only the ones that you feel are the most important or that you feel you should comment on. You can amend it to suit your club's needs.

General Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## BEFORE THE MEETING:

- Did the Sgt.-at-Arms have the room set up properly? \_\_\_\_\_
- Were guests warmly greeted and attended to? \_\_\_\_\_

## PRESIDING OFFICER:

- Was the meeting opened well? \_\_\_\_\_
- Was the business meeting kept within allotted time(15-20 minutes)? \_\_\_\_\_
- Were guests recognized by the Presiding Officer? \_\_\_\_\_

## TIMING:

- Did the meeting begin on time? Is it still running on time? Did anyone abuse his or her recommended time limit? \_\_\_\_\_

## TOASTMASTER:

- Was the agenda complete? Were there enough copies? \_\_\_\_\_
- Did the Toastmaster have a proper opening, and staying within allotted time? \_\_\_\_\_
- Were transitions between speakers smooth? \_\_\_\_\_
- Were speakers properly introduced? \_\_\_\_\_
- Was the lectern exchanged properly (never left unattended)? \_\_\_\_\_

## SPEECHES:

- Were all speeches manual speeches? (only mention this if they weren't) \_\_\_\_\_
- Did the speakers provide the Toastmasters with their introductions? \_\_\_\_\_

## TABLE TOPICS:

- Were the evaluations high quality, or were they whitewashes or too tough? \_\_\_\_\_

## GENERAL COMMENTS:

- Did everyone explain his or her duties well and give good reports? \_\_\_\_\_
- Has everyone in attendance had an opportunity to speak? \_\_\_\_\_
- Did we learn something and have FUN? \_\_\_\_\_