

NCR TOASTMASTERS - General Evaluator Form

Put additional comments on back or on another sheet.

Room Setup (should be done before people start arriving)	Banner set up	1 2 3 4 5	
	Promo/Education Materials available	1 2 3 4 5	
	Name tags, Agendas, Ballots in place	1 2 3 4 5	
	Lectern, Timer's light, Trophies in place	1 2 3 4 5	
General Observations	Meeting properly announced	1 2 3 4 5	
	Meeting started on time	1 2 3 4 5	
	Members & Guests welcomed warmly	1 2 3 4 5	
	Meeting was enjoyable	1 2 3 4 5	
	Time properly managed (nothing rushed)	1 2 3 4 5	
	Meeting ended on time	1 2 3 4 5	
Introductions & Transitions	President properly introduced ToastM	1 2 3 4 5	
	Toast Master: properly introduced speakers (<i>personal, had Bio, announced objective</i>) encouraged applause before & after speeches	1 2 3 4 5	
	Topics Master: well prepared, clearly explained expectations, encouraged participation, welcomed and thanked speakers (<i>encouraged applause</i>)	1 2 3 4 5	
	Control passed via handshake or bow	1 2 3 4 5	
	Lectern never left empty	1 2 3 4 5	
	Applause until person arrives at lectern	1 2 3 4 5	
	Smooth transitions, under 30 seconds	1 2 3 4 5	
Working on Communication	Roles explained concisely & clearly	1 2 3 4 5	
	Word of Day used frequently	1 2 3 4 5	
	Evaluations relevant, positive and helpful	1 2 3 4 5	
	Reports were detailed, but concise	1 2 3 4 5	
	Proper Parliamentary Procedure followed in business meetings	1 2 3 4 5	
		1 2 3 4 5	