When introduced by the Toastmaster, please state the following:

“Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the General Evaluator is to evaluate everything that takes place throughout the meeting. During the meeting, I will take notes on everything that happens and doesn’t happen. I will evaluate each participant on the meeting program and look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. At the end of the meeting, I will give my report.

Thank you, Mr./Madam Toastmaster.”

Before Meeting

☐ Was the room and equipment set up on time?
☐ Were guests welcomed upon arrival?
☐ Were guests informed about Toastmasters and the meeting format?

Notes: _______________________________________________________________________________________
______________________________________________________________________________________________

Meeting Opening

☐ Was the presiding officer prepared and organized?
☐ Did the meeting start on time?
☐ Was everyone properly introduced?
☐ Was the Toastmaster properly introduced?

Notes: _______________________________________________________________________________________
______________________________________________________________________________________________

Toastmaster

☐ Did the Toastmaster fill all roles prior to the meeting starting?
☐ Did the Toastmaster introduce and explain the meeting’s theme?
☐ Did the Toastmaster introduce the General Evaluator?
☐ Did the Toastmaster properly introduce the Topicsmaster?
General Evaluator

☐ Did the General Evaluator properly introduce the Grammarian?
☐ Was the Grammarian prepared and did they introduce their role within the allotted time?
☐ Did the Grammarian properly introduce the Word of the Day?
☐ Was the Word of the Day challenging, appropriate, and fitting for the theme of the meeting?
☐ Did the General Evaluator properly introduce the Timer?
☐ Was the Timer prepared and did they introduce their role within the allotted time?
☐ Did the General Evaluator properly introduce the Ah-Counter?
☐ Was the Ah-Counter prepared and did they introduce their role within the allotted time?

Notes:  


Topicsmaster

☐ Was the purpose and timing of Table Topics® properly explained?
☐ Was the topic selected appropriate and did it fit the meeting theme?
☐ Did the Topicsmaster call on people who did not have a meeting role first during Table Topics?
☐ Were guests invited to participate?
☐ Did the Topicsmaster track time to ensure the meeting stayed on schedule?
☐ Was control properly returned to the Toastmaster?

Notes:  

