

Role	One Strength Point	One Growth Point
<p>Chair – _____</p> <ul style="list-style-type: none"> • Did the meeting start on time and guests warmly welcomed? • How was the theme of the day introduced? • Were changes to the agenda announced? • Were introductions appropriate and engaging? 		
<p>Reflection & Toast – _____</p> <ul style="list-style-type: none"> • Were the R&T reflective and inspired to the theme of the day? • Was there a clear distinction between the end of the Reflection and the start of (the Toast a pause)? • Was the R&T too long, too short or just right (1 minute maximum)? 		
<p>Humour – _____</p> <ul style="list-style-type: none"> • Was the joke in good taste? • Was it brief? Too long (1 minute maximum)? 		
<p>Word of the Day – _____</p> <ul style="list-style-type: none"> • Was the word challenging and well defined? • Was there a visual reminder of the word on each table and at the front of the room? Too long (1 minute maximum)? 		
<p>Tip of the Day – _____</p> <ul style="list-style-type: none"> • Was the tip useful? • Was it brief? Too long (1 minute maximum)? 		
<p>Toastmaster – _____</p> <ul style="list-style-type: none"> • Was the Toastmaster's role described well? • Did the Toastmaster preside with sincerity and energy? • Was the theme of the day elaborated on well? • Were introductions informative and appropriate? 		
<p>Table Topics Master – _____</p> <ul style="list-style-type: none"> • Was the purpose of the table topics session explained well? • How was the setup of the session? • Were members encouraged to use the word of the day? • Were the topics both challenging and entertaining? 		
<p>Evaluators – _____</p> <ul style="list-style-type: none"> • Were the speech evaluations upbeat and encouraging? 		
<p>Anything that took away from the effectiveness of the meeting? Mention it and recommend a way it could be improved.</p>		