

General Evaluation Form

The General Evaluation should only be 2 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.

General Evaluator: _____ Date: _____

BEFORE THE MEETING:

Was the room set up properly with the banner, flag, and lectern? Yes___ No___

Were there enough copies of the agenda? Yes___ No___

Did everyone have a name card including guests? Yes___ No___

Were guests warmly greeted and attended to? _____

PRESIDING OFFICER: (President or Acting President)

Was the meeting opened well? _____

Were guests recognized by the Presiding Officer? Yes___ No___

Did the meeting begin on time? Yes___ No___

TIMING:

Did the meeting run on time? Yes___ No___

Did anyone abuse his or her recommended time limit? _____

TOASTMASTER:

Did the Toastmaster have a proper opening, and stay within allotted time? _____

Were transitions between speakers smooth? _____

Were speakers properly introduced? _____

Was the lectern exchanged properly (never left unattended)? _____

SPEECHES:

Were all speeches from the manuals? Yes___ No___

Did the speakers provide the Toastmasters with their introductions? Yes___ No___

Were the speakers made to feel appreciated? _____

TABLE TOPICS:

Were the speakers made to feel appreciated? _____

GENERAL COMMENTS:

Did everyone give good, useful reports? _____

Comment on what you learned and if it was enjoyable? _____