

ANURAG TOASTMASTERS

General Evaluator Report

General Evaluator's Name:

Date:

Provide feedback to the meeting participants who have not already been evaluated and call for reports to be presented by the TAG team.

Meeting -

Before the Meeting

- | | |
|---|---|
| <input type="checkbox"/> Room and equipment were set up completely and on time. | <input type="checkbox"/> Ballots |
| <input type="checkbox"/> All the role players assembled at venue prior to the meeting | <input type="checkbox"/> Attendance sheet |
| <input type="checkbox"/> Were the guests welcomed? | <input type="checkbox"/> Guests were introduced to the officers/members |

During the meeting

- | | |
|---|--|
| <input type="checkbox"/> Did the meeting start on time? | <input type="checkbox"/> Reminded everyone to silence their cell phone |
| <input type="checkbox"/> Presiding officer properly gave a positive introduction of the toastmasters. | |
| <input type="checkbox"/> TMOD explained the meeting structure for the guests and new members. | |
| <input type="checkbox"/> Were the transitions and segues smooth and entertaining? | |
| <input type="checkbox"/> Did the TMOD lead the applause and not leave the lectern unattended? | |

	Explained benefits	1 thing done well	suggestion for improvement
Timer			
Ah Counter			
Grammarian			
Listener			

- | | |
|--|--|
| <input type="checkbox"/> Were the topics appropriate and entertaining? | <input type="checkbox"/> Topics fit the theme. |
| <input type="checkbox"/> Were any special techniques (e.g. props, gestures, projector) employed? | |
| <input type="checkbox"/> Were guests invited to participate? | |
| <input type="checkbox"/> Did the TTM remind people to use WOD and IOD?? | |

COMMENTS:



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- Were the project objectives mentioned for all the speakers?
 - Did the TMOD properly introduced the speaker with handshake?
 - The TMOD provided theme appropriate transition to the next speaker
 - Allowed 1 minute for writing comments to the speaker
 - The TMOD explained the benefits of the evaluation segment
 - The evaluators employed the sandwich technique
 - Did the evaluations offer 3 or more specific suggestions for improvement?
-

- The listener gave clear and insightful questions.
- Had a few extra questions prepared for the tie breaker.
- The timer provided points of improvement to reach the allotted the time frame for the role players/speakers/evaluators.

- The ballot counter - tally the votes
- Passed the ballot report to TMOD/PO to announce winners

- Did the sergeant at arms guard the door during the meeting?
- Has everyone in attendance had an opportunity to speak?
- Did we learn something NEW and have FUN?

Positive aspects of the meeting overall:

Suggestions to improve overall quality of the meeting:

