

## U of T Engineering Toastmasters Comprehensive General Evaluators Checklist and Report/ Meeting Flow Outline

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Were all meeting participants on time/ present?

Head Table	Yes/No	Evaluation Team				Speakers	Yes/ No
Chair			Yes/ No		Yes/ No	Education	
Toastmaster		Timer		Evaluator 1		Speaker 1	
General Evaluator		Grammarians		Evaluator 2		Speaker 2	
Table Topics Master		Ah-counter		Evaluator 3		Speaker 3	
Sergeant at Arms							

Role	Duty/ Task	Yes/ No	Comments/ Recommendations
Sergeant at Arms  (Prior to the meeting)	Was the room set up and arranged in a professional manner on time?		
	Were the General Evaluator's, Timer's, Grammarians and Ah-counter's Report forms provided to the members who are conducting these roles?		
	Were the agendas and feedback forms distributed to everyone?		
	Were all guests greeted warmly and introduced to Officers and members?		
	Did all guests sign the guest book and/or complete an information form?		
	Were all guests provided with a Guest Kit and given a brief orientation about what to expect?		
<b>Meeting Called to Order, Welcome and Opening Remarks</b>			
Chairperson	Did the meeting start on time?		
	Did the Chair give an effective overview of the meeting agenda?		
	Were the changes to the agenda handled effectively?		
	Were all the guests warmly welcomed by the Sergeant at Arms and members?		
Induction Ceremony	Was the New Member Induction handled with good preparation, professionalism and dignity?		
Election	Was the election for Club Officers held effectively according to the guidelines in the Presidents manual and the Club Constitution?		
Business Session	Was a Parliamentarian appointed at the start of the session?		
	Was the Secretary called on to confirm quorum, read the minutes of the prior business meeting and take minutes?		
	If the Secretary was not present, was a replacement appointed?		
	Was the session handled properly and effectively following Parliamentary Procedure?		
	Did the session conclude on time?		

	Did the Chairperson set a strong tone by opening the meeting and conducting their role with energy and enthusiasm?		
	Was the Toastmaster given a proper introduction?		
	Was the gavel passed correctly to the Toastmaster?		
<b>Toastmasters Theme Presentation</b>			
Toastmaster	Was the Theme well prepared and delivered?		
	Did the Theme and the energy of the Toastmaster set a good tone for the meeting?		
	Was the Theme delivered in the time allotted?		
	Was the General Evaluator given a proper introduction?		
	Was the gavel passed correctly to the General Evaluator?		
<b>Introduction of Evaluation Team</b>			
General Evaluator	Did the GE give an effective, succinct summary of their responsibilities and the importance of evaluations to our program?		
	Did the Timer clearly and effectively explain the purpose of their role?		
Timer	Did the Ah-counter clearly and effectively explain the purpose of their role?		
	Did the Grammarian clearly and effectively explain the purpose of their role?		
	Was the "Word of the Week" presented effectively with: A clear, understandable definition including alternative uses?		
Ah-counter	Signs large enough for everyone to see, at the front and back of the room?		
	An effective use of the word in a sentence as an example?		
	A word that will expand the vocabulary of the audience members, being neither too difficult or too easy, and readily useable?		
Grammarian	Was the gavel passed correctly to the Toastmaster?		
	Was the gavel passed correctly to the Toastmaster?		
<b>Prepared Speech Session</b>			
Toastmaster	Did the Toastmaster provide a brief introduction and explanation of the purpose and importance of prepared speeches for the benefit of the guests?		
	Did the Toastmaster call on the speech evaluator for the objectives of the speech project first?		
	Did the Toastmaster call on the Timer to explain the timing procedure for this speech project?		
	Did the Toastmaster provide the speaker with an effective and appropriate introduction?		
	Did the Toastmaster clearly mention the speech title in the introduction?		
	Did the Toastmaster enthusiastically invite the audience to welcome the speaker to the lectern?		
	Did the Toastmaster request a minute of silence so the audience could write feedback?		
	Did the Toastmaster ask for the Timer's report on the speeches at the conclusion?		
	Did the speaker conclude within the time allotted by the project objectives?		

<b>Education Session</b>			
<b>Toastmaster</b>	Did the Toastmaster provide an introductory remark about the education session and call on the Timer to explain the timing procedure?		
	Did the Toastmaster provide an effective introduction for the presenter and their education topic?		
<b>Education Presentation</b>	Was the educational topic presenter fully prepared and effective in their delivery by personalizing the content and making it relevant to the audience?		
	Were visual aids used smoothly and effectively to enhance the presentation?		
	Did the talk conclude within the allotted time?		
	Was the gavel passed correctly to the Table Topics Master?		
<b>Table Topics Session</b>			
<b>Table Topics Master</b>	Did the Table Topics Master provide an effective explanation of the purpose of Table Topics?		
	Did the Table Topics Master explain the rules of the session clearly?		
	Did the Table Topics Master call on the Timer to explain the timing procedure?		
<b>Timer</b>	Did the Timer explain the timing rules clearly and that they would clap down any speaker who went overtime and explain why we do this?		
	Did the Table Topics Master explain the theme and process clearly?		
	Was the introduction succinct and no longer than 2 minutes?		
<b>Table Topics Speakers</b>	Did the Speakers appropriately and genuinely acknowledge the Table Topics Master, guests and fellow members?		
	Did the speeches have a clear and effective opening, body and conclusion?		
	Did the speakers have an effective closing to their presentations?		
	Did the speakers speak within the 1 – 2:30 minutes allotted?		
<b>Table Topics Master</b>	Did the Table topics Master efficiently and smoothly greet and dismiss each speaker? Did each speaker wait for the Table Topics Master at the conclusion of their speech?		
	Did the Table Topics Master provide smooth and effective transitions between speakers?		
	Did the Table Topics Master call on the Timer for a timing report on Table Topics?		
	Did the Table Topics Master ask everyone to vote for Best Table Topics Speaker excluding those speakers who went under/ over the time parameters?		
	Did the Table Topics Master conduct the entire session with energy and enthusiasm?		
	Was the gavel passed correctly to the Toastmaster?		
<b>Toastmaster</b>	Did the Toastmaster make appropriate remarks to conclude the Table Topics section of the meeting and transition to the Evaluation section of the meeting?		
	Was the gavel passed correctly to the General Evaluator?		
<b>General Evaluation Session</b>			
<b>General Evaluator</b>	Did the General Evaluator briefly explain the purpose of this portion of the meeting and call on the Timer to explain the timing procedure for the evaluations and reports?		

Timer	Did the Timer explain that all evaluations and reports, with the exception of the overall evaluation will be for 2 minutes, the timing procedure and that they will clap down anyone going overtime?		
Evaluator 1	Did the evaluator organize their evaluation with a clear opening, body and conclusion?		
	Did the evaluator focus on the specific project objectives?		
	Did the evaluator personalize their language?		
	Did the evaluator provide an evaluation appropriate to the experience level of the speaker?		
	Did the evaluator appear sincere, positive, motivating, enthusiastic and build self-esteem?		
	Did the evaluator provide specific examples of what the speaker did well?		
	Did the evaluator show the speaker how to improve?		
	Overall would you say that this was an effective evaluation?		
	Was the evaluation delivered within the allotted time?		
Grammarian	<b>Grammarian's Report</b>		
	Did the report include how many times the Word of the Week was used correctly and by whom?		
	Did the report include examples of effective and ineffective/incorrect uses of grammar?		
	Was the report effectively edited and delivered within the allotted time?		
Ah-counter	<b>Ah-counter's Report</b>		
	Did the report include information specific to each meeting participant?		
	Was the report effectively edited and delivered within the allotted time?		
Timer	<b>Timer's Final Report</b>		
	Did the report include the timing for: Meeting start time, Toastmasters theme, Education Presentation, Speech Evaluations, Reports, special agenda items and the overall meeting?		
	Did the Timer consistently and effectively clap down participants where necessary?		
<b>General Evaluators Overall Evaluation of Meeting</b>			
	Give 3 examples of roles or actions that were done very well during this meeting:		
	1.		
	2.		
	3.		
	What, in your opinion, are 3 things that could have been done better to make this meeting and subsequent meetings more effective; suggestions for improvement:		
	1.		
	2.		
	3.		
	What was the best thing about this meeting:		
	Was the gavel passed correctly to the Chair?		

<b>General Evaluator</b>	Even though your section of the meeting is over, please continue to evaluate the meeting for the benefit of the Chair and the success of future meetings, using this form, and share it with appropriate members.		
<b>Meeting Conclusion</b>			
<b>Chair</b>	Were the awards for Best Table Topics and others presented effectively and enthusiastically?		
	Were members recognized enthusiastically and appropriately for completing educational award requirements at tonight's meeting? Eg. Completing their 6 <sup>th</sup> speech, CTM, ATM, CL?		
	Was the President or VP Education prepared with the proper symbols of achievement to present to these members? EG. 6 <sup>th</sup> speech certificates, CTM/ATM badges, CL badge attachments?		
	Were all guests invited to briefly give their comments about the meeting in an effective and encouraging way?		
	Were important announcements made in a clear and impactful way?		
	Was next meetings agenda reviewed effectively?		
	Did the meeting adjourn on time?		
<b>General Evaluator</b>	Please take a moment to provide any feedback to individual meeting participants that you could not cover during your Overall Meeting Evaluation. Collect the Report forms from your team members and submit them together to the Secretary to include with the meeting minutes.		

Created by Brian S. Robinson DTM, Club Mentor November 2005