

General Evaluator Assistant

Here are some meeting elements you can discuss. Pick what's relevant; do not address all of them.

Efficiency:

Room setup/preparation (lectern, gavel, projectors, table by entry)

Roles filled ahead of time?

Last minute agenda changes?

Agenda well prepared and followed?

Observations:

Were guests welcomed/greeted, provided materials, engaged during break?

President's/Toastmaster opening remarks

Toastmaster overall performance

Speaker observations (as a group, individual standout/achievement – info and intros)

Table Topics (quality of questions, speaker performances, TTM preparedness)

Evaluator observations (as a group, individual standout)

Grammarians (provided useful information, interesting observations?)

Timer (visible when seated, appropriate signals?)

Overall feel/atmosphere of meeting (e.g.: fun, enthusiastic, dull, etc.)

Protocol:

Proper speaker transition at lectern?

Did the meeting start on time?

On track to end on time (~5-6 minutes remaining)?

Additional comments: