

COLLEGEVILLE TOASTMASTERS MEMBERS' GROUP



GENERAL EVALUATOR SCRIPT

Here is an **example** script...

"Thank you Mister/Madame Toastmaster, good evening fellow Toastmasters, and most welcomed guests. Here at Collegeville Toastmasters, we don't lift weights... WE LIFT each other..."

My name is insert your name and I will be your General Evaluator for today. One of the MAIN reasons we have the Evaluation portion in our meeting is to LIFT our members...so, they'll come back and speak again...

The Evaluation Portion is broken down into 3 parts:

Part 1: I will be introducing our Evaluators to present their evaluations of the speakers tonight..

Part 2: I will be introducing our Appointment Holders..(Timer and Grammarian/ Ah Counter) to provide us with their reports.

Part 3: I will be giving an OVERALL evaluation of the meeting as a whole tonight.

Evaluations:

Now, I would like to call on our first evaluator _____, to evaluate _____ speech.

Thank you, _____.

Now, I would like to call on our second evaluator _____, to evaluate _____ speech.

Thank you, _____.

Next, I would like to call on our third evaluator, _____, to evaluate _____ speech.

Thank you _____.

Reports:

Now, I will call on _____ to give us their Grammarian/Ah Counter Report. Insert name, can you please come up and give your report.

Thank you Insert name for your report.

Now, I will call on _____ to give us their Timer Report. Insert name, can you please come up and give your report.

Thank you, Mr./Ms. Timer for your report.

General Evaluation Report:

Now, I have a few comments on the meeting as a whole...

General Evaluation Form:

I'm looking for a common thread...POSITIVE and FUN...

BEFORE THE MEETING:

-Did the Sgt.-at-Arms have the room set up properly?_____

-Were guests warmly greeted and attended to?_____

PRESIDING OFFICER:

-Was the meeting opened well?_____

-Was the business meeting kept within allotted time(minutes)?_____

-Were guests recognized by the Presiding Officer?_____

TIMING:

-Did the meeting begin on time? Is it still running on time?

TOASTMASTER:

-Was the agenda complete? Were there enough copies?_____

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

-Were transitions between speakers smooth?_____

-Were speakers properly introduced?_____

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

SPEECHES:

-Did the speakers provide the Toastmasters with their introductions?_____

TABLE TOPICS:

-Were the topics appropriate?_____

Were members called on in the appropriate order?(those with no role, then smaller roles, then larger roles)

Were guests invited to participate?

GENERAL COMMENTS:

-Did everyone explain his or her duties well and give good reports?_

Has everyone in attendance had an opportunity to speak?_____

-Did we learn something NEW and have FUN?_____

Mister/Madame Toastmaster, I'll hand the lectern back to you..