

General Evaluator/Scribes Report

Please complete with as much detail as you have time for. Read through the form before the meeting starts so you're aware of the content and layout.

Your name	
Meeting Date	
Meeting Theme	

Meeting Officers

President	
Toastmaster*	
Topicsmaster*	
General Evaluator	
Sergeant at Arms	
Zoom Master	
Grammarian*	
<i>Word of the night</i>	
Ah Counter*	
Time Keeper	
Creative Corner*	
Any other officer roles?	

*There is a section on the back page to write you thoughts about the Toastmaster, Topicsmaster and the officers report.

Prepared Speeches

Remember, you're not evaluating the speeches

Speaker One	
Speaker:	Your thoughts on the speech
Title:	
Evaluator:	
Time:	

Speaker Two	
Speaker:	Your thoughts on the speech
Title:	
Evaluator:	
Time:	

Speaker Three	
Speaker:	Your thoughts on the speech
Title:	
Evaluator:	
Time:	

Speaker Four	
Speaker:	Your thoughts on the speech
Title:	
Evaluator:	
Time:	

Evaluations

Evaluation One		
Evaluator:		Your thoughts on the evaluation
Did they announce the pathway and project?	YES / NO	
Did the announce the purpose?	YES / NO	
Did they give recommendations or challenges?	YES / NO	
Evaluation Two		
Evaluator:		Your thoughts on the evaluation
Did they announce the pathway and project?	YES / NO	
Did the announce the purpose?	YES / NO	
Did they give recommendations or challenges?	YES / NO	
Evaluation Three		
Evaluator:		Your thoughts on the evaluation
Did they announce the pathway and project?	YES / NO	
Did the announce the purpose?	YES / NO	
Did they give recommendations or challenges?	YES / NO	
Evaluation Four		
Evaluator:		Your thoughts on the evaluation
Did they announce the pathway and project?	YES / NO	
Did the announce the purpose?	YES / NO	
Did they give recommendations or challenges?	YES / NO	

Officers Report		Creative Corner
Grammarian	Ah Counter	

What did you think of the President (or acting President)? <i>(How was their opening address? Did they greet everyone?)</i>
What did you think of the Toastmaster? <i>(Did they run the meeting effectively? What did they do well?)</i>
What did you think of the Topicsmater and the topics session? <i>(Were the questions varied? Many add-ons? Did they still to the theme?)</i>
Your general thoughts on the meeting? <i>(Did it start on time? Were guests introduced or did they speak? Any first time roles? Room set up correctly? Agenda correct and available? Banners up?)</i>

Recommendations
1
2

Awards <i>(if given)</i>
Best Speaker:
Best Evaluator:
Best Tabletopics Speaker:

Once complete please go to www.eastgalwaysspeakers.com then click on MEMBERS AREA then click on COMPLETE THE SCRIBES REPORT button and complete the details. Once finished click SUBMIT.
Alternatively hand this form to a committee member.