

GENERAL EVALUATOR

Toastmasters International | Turbo Toasters Club



BEFORE THE MEETING

- Observe and analyze the room setup.
- Ensure that the functionaries have the tools needed to successfully complete their job.
 - Grammarian, Timer, Ah-Counter
- Were guests welcomed upon arrival?

DURING THE MEETING

When introduced by the Toastmaster, please state the following:

Greetings everyone, my purpose today is to evaluate the meeting as a whole. I will look for good examples of preparation, organization, delivery, enthusiasm, and performance of duties. I will report out on these at the end of the meeting.

Fortunately, I am not completing this role on my own. I have a group of functionaries to help me. It is my pleasure to introduce them now.

We have [Grammarian name] as our Grammarian, please introduce your role. [Continue onto next page]

Bullet Points

- Thank Toastmaster
- Role: Evaluate meeting
 - What you are looking for
- Report at end
- Introduce functionaries
 - Grammarian
 - Timer
 - Ah-Counter
 - Speech Evaluators
 - Confirm Evaluators
- Back to Toastmaster

Next time speaking will be speech evaluations (after Table Topics)

Next, I would like to introduce our Timer, [Timer name] please introduce your role.

Thank you [Timer name]. Finally, our Ah-Counter today is [Ah-Counter name], please introduce your role.

Thank you [Ah-Counter name]. It is an honor to announce our final functionaries for today, our Speech Evaluators. To confirm, for our first evaluator we have [speech evaluator #1 name] evaluating [#1 speaker name].

Pause for speech evaluator #1 confirmation

Now let's confirm our second evaluator is [speech evaluator #2 name] evaluating [#2 speaker name].

Pause for speech evaluator #2 confirmation

I would now like to pass it back to our Toastmaster [Toastmaster name].

AFTER TABLE TOPICS

12:13 PM	TOASTMASTER	Geoff Schellack
	Introduce GENERAL EVALUATOR	

When introduced by the Toastmaster, please state the following:

Thank you, Toastmaster. For the evaluations, we will welcome back our speech evaluators who will have 2 to 3 minutes with a 30 second grace period to provide their feedback to our speakers.

Please help me welcome [Speech Evaluator #1 name].

AFTER 1ST EVALUATOR

Now help me welcome [Speech Evaluator #2 name].

Bullet Points

- Explain Evaluations
 - 2-3 min (30s grace) to give feedback
- Introduce 1st Evaluator
- Introduce 2nd Evaluator
- Timer's Report
- Call for vote for best evaluator and submit
- Grammarian Report
- Ah-counter Report
- Your report
- Back to Toastmaster

AFTER 2ND EVALUATOR

Thank you for those wonderful evaluations, now I'd like to call [Timer name] for a Timer's report on which of the two evaluators qualified for Best Evaluator.

AFTER TIMER REPORT

Please cast your vote for the best speech evaluator and **submit all your responses!** Now can I get a quick meeting report out on today's meeting from our Grammarian, [Grammarian name].

AFTER GRAMMARIAN REPORT

Thank you for that great report. Can I get a quick meeting report out on today's meeting from our Ah-Counter, [Ah-Counter name].

[Continue onto next page]

PROVIDE EVALUATION

Provide your overall evaluation on the meeting, taking 30-60 seconds to outline:

- *meeting highlights*
- *touch on areas of improvement*
- *discuss how we can improve hybrid flow*
- *conclude whether everyone was properly introduced and if everyone was prepared to fill their role.*

Mr./Madam Toastmaster, back to you.