



General Evaluator “Cheat Sheet”

1. The Toastmaster will introduce you. You can stand up at your seat, or go to the lectern if preferred.
2. Explain your role (see explanation in manual).
3. Introduce your evaluation team by name. The functionary roles are:
 - a. Timer (e.g. “Our timer this evening is [Name]. [Name], can you please tell us about your role?”)
 - b. Grammarian (e.g. “Next, I’d like to introduce our Grammarian for tonight. [Name], can you please tell us about your role?”)
 - c. Ah Counter (e.g. “Lastly, our Ah Counter tonight is [Name]. [Name], can you please tell us about your role?”)
4. Return the “floor” to Toastmaster – remember to shake hands to transition floor control back and forth.
5. For the actual general evaluation report at the end of the meeting, proceed to the lectern and focus on 3 – 5 of the following issues:
 - a. Toastmaster introductions
 - b. Explanation of roles to guests
 - c. Toastmaster’s energy/preparedness (Agendas, Word of the Day, filler material)
 - d. Applause level
 - e. The shaking of hands at the lectern
 - f. Starting on time and staying on schedule
 - g. The quality of Table Topics. Good questions tied to theme. Audience selection – giving as many people as possible the opportunity to speak
 - h. Performance of functionaries. (clicker use, timer lights on que, etc...)
 - i. Quality of Evaluations
 - j. Anything else you felt was relevant to the execution of the meeting
6. Set the bar high, and drive home the key points. Remember the real purpose of the general evaluation is to hone in on improvements for future meetings.