

# General Evaluator's Report

General Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Category	Description	Rating	Comments/ Recommendations
<i>Start</i>	On Time? Were the call to order, invocation, pledge to the flag, and opening remarks handled smoothly and orderly?		
<i>Business</i>	Done smoothly or did it drag? Too much time spent on triviality or did business get "railroaded through"? Was proper parliamentary procedure followed?		
<i>Table Topics</i>	Did members not on the program participate? Were the topics appropriate? Did topic monopolize time?		
<i>Guests</i>	How many present? Did each member introduce himself or herself? Was each guest made to feel like the most important person in the room? How many became members?		
<i>Introduction</i>	Consider all introductions; Toastmaster, Guests, Table Topic Master, Speakers & Evaluators. All deserve more than just name and title (duty).		
<i>Speakers</i>	Did the speakers accomplish their purpose? Did they use and follow their manuals? Were they well prepared?		
<i>Evaluations</i>	Consider thoroughness, length and tact. How helpful did they seem to be? Were there suggestions for improvement?		
<i>Timing</i>	Were the time limits observed? Was the meeting smooth flowing? Did it drag anywhere?		
<i>Fun</i>	Did the members seem to enjoy the meeting? Did YOU enjoy it? What was the tone of the meeting?		
<i>Program</i>	Did the program meet the TM standard of excellence for variety, imagination, and participation? Did the program provide the members with a rewarding, educational experience in communication and leadership development?		

Ratings : 1 – Excellent, 2 – Good (Above Average), 3 – Satisfactory (Average), 4 – Should Improve, 5 – Must Improve (Requires immediate attention)