

**General Evaluation Form:** Evaluator: \_\_\_\_\_

TM Group: \_\_\_\_\_ Date: \_\_\_\_\_

Theme: \_\_\_\_\_ Word of Day: \_\_\_\_\_

**Meeting Prep:**      **Excellent**      **Needs Work:**      **Comments/Suggestions:**

Guest/Visitors Greeted?  \_\_\_\_\_  \_\_\_\_\_  
 Club Info Available?  \_\_\_\_\_  \_\_\_\_\_  
 Room properly set up?  \_\_\_\_\_  \_\_\_\_\_  
 Roles Assigned?  \_\_\_\_\_  \_\_\_\_\_

**Timing/Flow:**      **Excellent**      **Needs Work:**      **Comments/Suggestions:**

Start/Finish On Time?  \_\_\_\_\_  \_\_\_\_\_  
 Disruptions/Overlooked?  \_\_\_\_\_  \_\_\_\_\_  
 TM's Control Of Meeting?  \_\_\_\_\_  \_\_\_\_\_  
 Audience Awareness?  \_\_\_\_\_  \_\_\_\_\_  
 Audience Reactions/Mood?  \_\_\_\_\_  \_\_\_\_\_  
 Protecting the Lectern?  \_\_\_\_\_  \_\_\_\_\_

**Roles/Reports:**      **Excellent**      **Needs Work:**      **Comments/Suggestions:**

Evaluator 1: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Evaluator 2: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Evaluator 3: [ ] *VOTE*  \_\_\_\_\_  \_\_\_\_\_  
 Timer: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Ah/Um Counter: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Grammarian: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Word Master: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Toastmaster/Chair?  \_\_\_\_\_  \_\_\_\_\_  
 Table Topics Master?  \_\_\_\_\_  \_\_\_\_\_

*Roles or Actions that were done extremely well at Today's Meeting:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Specific Suggestion(s), In My Opinion, for Future Improvements:*

1. \_\_\_\_\_
2. \_\_\_\_\_

*Overall Impressions or Special Moments?*

\_\_\_\_\_  
 \_\_\_\_\_

*Hand the meeting back over to Toastmaster or President?*

*Evaluator's Signature:* \_\_\_\_\_

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 Evaluator 2: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Evaluator 3: [ ] *VOTE*  \_\_\_\_\_  \_\_\_\_\_  
 Timer: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Ah/Um Counter: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Grammarian: [ ]  \_\_\_\_\_  \_\_\_\_\_  
 Word Master: [ ]  \_\_\_\_\_  \_\_\_\_\_  
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*Overall Impressions or Special Moments?*

\_\_\_\_\_  
 \_\_\_\_\_

*Hand the meeting back over to Toastmaster or President?*

*Evaluator's Signature:* \_\_\_\_\_