General Evaluator Online-Meeting Checklist

Before the Meeting:

- ☐ Read the General Evaluator **meeting role description** on the Park City Toastmasters website.
- ☐ We no longer require the General Evaluator to provide an introduction.

During the Meeting:

- ☐ During roll call, write down the names of the Speakers and their Evaluators and the Vote Counter.

Speakers	Evaluator
_____	_____
_____	_____
_____	_____
Vote Counter:	_____

- ☐ Throughout the meeting take notes for your spoken and written summary (see the *After the Meeting* section below).
- ☐ After the Table Topics portion of the meeting, the Toastmaster will call on you. Be prepared by having your microphone unmuted.
- ☐ Give a brief description of your role to benefit guests and new members.
- ☐ Give the order the Evaluators will be speaking and which Speakers they will be evaluating.
- ☐ Remind the Evaluators to introduce the next Evaluator **---However---** be ready to jump in quickly and introduce the next Evaluator yourself if they forget!
- ☐ After the final evaluator, ask for a Timer's report for the Evaluators.
- ☐ Remind everyone that they can now send their votes to _____, the Vote Counter.
- ☐ Ask for a Grammarian report.
- ☐ Ask for the Ah Master report.
- ☐ Ask for a Loud and Clear report
- ☐ Give your observations of the meeting, then turn over the floor to the Toastmaster.

After the Meeting:

- ☐ The General Evaluator sends out a written summary of the meeting to the club's group email: **ParkCityToastmasters@googlegroups.com**.
- ☐ Try to send out the summary within a day or two of the meeting. Members who were unable to attend will be looking forward to reading your recap of the meeting.
- ☐ Writing a summary will be much easier if you take good notes.
- ☐ The style of the General Evaluators summary will vary from person to person. The following page provides a template for taking notes that should be included in your written summary.

General Evaluator's Note Page

Notes on Toastmasters theme:

Word of the Day:

Speaker #1 name, title of speech, summary:

Speaker #2 name, title of speech, summary:

Speaker #3 name, title of speech, summary:

Table Topics notes and participants:

Advice given by evaluators:

What went well in the meeting:

What we could work on:

Best Introduction:
Best Table Topics:
Best Evaluator:
Most Improved:
Best Speaker:

Additional information (upcoming socials, speech contests, etc):