

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:

- Add Gen. Eval to your name in Zoom, e.g. Ralph- Gen. Eval.
- 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 *General Evaluator's Note Page* 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.
- 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, use the Note Page below.
- 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.):