

CHECKLIST

AT 8:30am BRING MEETING TO ORDER - BANG GAVEL IF NECESSARY

BRIEFLY EXPLAIN YOUR ROLE IF VISITORS ARE PRESENT

INTRODUCE EVALUATORS

SPEECH TITLE

1st Evaluator

1st Speech

by

2nd Evaluator

2nd Speech

by

3rd Evaluator

3rd Speech

by

ASK FOR TIMER'S REPORT & FOR AUDIENCE TO VOTE FOR BEST EVALUATOR

REPORTS

TOASTMATER'S MEMBER

AH COUNTER AND GRAMMARIAN'S REPORT

WORD AND LISTENER'S REPORT

OVERALL MEETING:

HOW DID WE DO? EASE OF MEETING PLANNING AND ORGANIZATION?

WAS TM ABLE TO ORGANIZE MEETING WITH EASE?	OBSERVATION	
	OPPORTUNITY TO IMPROVE	
MEETING START TIME/ ROOM SET UP	OBSERVATION	
	OPPORTUNITY TO IMPROVE	
MANNER IN WHICH CONDUCTED	OBSERVATION	
	OPPORTUNITY TO IMPROVE	

TIMED SPEECHES

TRANSITION OF LECTERN	OBSERVATION	
	OPPORTUNITY TO IMPROVE	
ADDRESSING THE AUDIENCE	OBSERVATION	
	OPPORTUNITY TO IMPROVE	

TABLE TOPICS

PERTINENT?	OBSERVATION	
	OPPORTUNITY TO IMPROVE	
ENTERTAINING	OBSERVATION	
	OPPORTUNITY TO IMPROVE	

EVALUATIONS

PERTINENT & HELPFUL?	OBSERVATION	
	OPPORTUNITY TO IMPROVE	

ADDITIONAL COMMENTS

HAND LECTURN OVER TO PRESIDENT - YOUR JOB IS DONE! :-)