

**Lexington Leaders Toastmasters Club**  
**General Evaluator**  
**Agenda**

1. Introduce Evaluator #1
2. Introduce Evaluator #2  
*(Shake their hands and walk behind them to your seat.)*
3. Ask Timer if all Evaluators are within time
4. If they are, call for the Vote / if not, not need to vote.
6. Provide a General Evaluation of the entire meeting.  
(see p. 2 for ideas)
7. Ask for a Full Timers Report
8. Call on the Grammarian
9. Call on the Ah Counter
10. Thank everyone for participating and making it another GREAT MEETING
11. Turn control of the meeting back to the Toastmaster

Move fast and be brief.

There is no need or time for full introductions of the evaluators.

Just call them to the front of the room.

## **General Evaluation Check-List**

**These are just ideas. There is NOT time for ALL of this.**

**Pick what you think is important.**

**Add other items you think are important.**

**See Page 1 for the GE Agenda**

Banner on display / Room set up / tables clean

Flag in place

Room temperature okay

Guests greeted

Agenda Read / Word on display

Start on time

Introductions well thought out

Business meeting handled in a businesslike manner

Was the Table Topics set-up time appropriate or too long of a monologue?

Table topics questions appropriate

Table Topics question directed to members without major roles

Manual talks given / Time limits honored

Evaluators added value

Joke short and appropriate and funny

Ah counter / Grammarian correct and brief

**WAS THERE LAUGHTER / FELLOW-SHIP / LEARNING AND FUN**

**WILL MEMBERS AND GUESTS LOOK FORWARD TO RETURNING?**