

GENERAL EVALUATOR PRO FORMA

SUGGESTED PREAMBLE:

- 1 Evaluations are always a personal opinion only
- 2 Evaluations, done well, are our TM unique selling point. We help the speaker with our support.
- 3 The A.R.T acronym : add value; reveal talent; transfer skills

ROOM LAYOUT / BANNER DISPLAY (CHARTERED CLUBS) /PROMOTIONAL DOCUMENTS IN EVIDENCE; SERGEANT-AT-ARMS

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

GUEST MANAGEMENT IN GENERAL (eg Were they welcomed, integrated, given explanations, encouraged to return)

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

PRINTED PROGRAMME (eg Were there enough copies, Was it clear/uncluttered, Did it have contact details on it?)

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

WARM UP

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

TIMEKEEPER

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

GRAMMARIAN

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

Ah COUNTER

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

TOASTMASTER OF THE EVENING (eg Welcoming, quality of MC'ing, Linking, Giving explanations and so on)

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

SPEECH EVALUATOR [1] NAME OF SPEAKER

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

QUALITY OF EVALUATION (Supportiveness, constructiveness, analysis & examples)

SPEECH EVALUATOR [2] NAME OF SPEAKER

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

QUALITY OF EVALUATION (Supportiveness, constructiveness, analysis & examples)

SPEECH EVALUATOR [3] NAME OF SPEAKER

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

QUALITY OF EVALUATION (Supportiveness, constructiveness, analysis & examples) Score out of 5

TOPICS EVALUATOR

[+] POINTS WELL PERFORMED	[^] POINTS FOR FUTURE

QUALITY OF EVALUATION (Supportiveness, constructiveness, analysis & examples)

OVERALL SUMMARY

Ambience

Timekeeping

Supportiveness

Motivation for members (awards)

Use of competent leader programme

Possible options to explore

[^] POINTS FOR FUTURE	[+] POINTS WELL PERFORMED

THANK ALL MEMBERS OF YOUR EVALUATION TEAM & THE SPEAKERS FOR GIVING YOU THE OPPORTUNITY TO BE GE

What did I learn (points to take away to my other clubs)

How did the meeting leave me feeling?

Informed?

Entertained?

Educated?

Persuaded?