

KV Toastmasters General Evaluator Checklist

Date: _____

Role	Description	Notes
Before Meeting	Setup of Room Agenda's/Schedules/Voting Forms Greeting of Members/Guest	
Chair	Invocation Opening Remarks: Set Tone, Theme related Welcome Guests Lectern Etiquette - Lead applause	
Timer	What / Why	
Grammarian	What / Why	
Ah Counter	What / Why	
Awards	What / Why	
General Evaluator	What / Why	
Chair	Open Business Meeting Minutes Errors/Omissions - Accepting Minutes as Read/Modified Old Business / New Business / Reports & Announcements Other Close Business Session	
Chair	Introduction of Table Topics Master	
Table Topics Master	Introduction of Table Topics. Why / What / How Theme	
Table Topics Master	Announce Topic - Speaker Bridging	
Table Topics Master	Announce Topic - Speaker Bridging	
Table Topics Master	Announce Topic - Speaker Bridging	
Table Topics Master	Announce Topic - Speaker Bridging	
Table Topics Master	Announce Topic - Speaker Bridging	
Chair	RETURN FROM BREAK	
Chair	Introduces Toastmaster	
Toastmaster	Introduction of Function: What, Why	

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Role	Description	Notes
Toastmaster	Introduction of Speaker: Topic, Background Info, Project and Objectives Speaker Passing of Control Bridging	
Toastmaster	Wrap up comments / Call for Vote for Best Speaker Pass Control to Chair	
Chair	Call for Vote if not above Introduction of General Evaluator	
General Evaluator	Comments	
General Evaluator	Call For Speaker Evaluations Vote for Best Evaluator	
General Evaluator	Call For Duty Holder Reports Timer Ah Counter Grammarian	
General Evaluator	General Comments:	
General Evaluator	Pass control to Chair	
Chair	Wrap Up Meeting Guest Comments Awards Review Agenda for next meeting Close meeting on Time	