

# Master Evaluator Checklist



## **Meeting Setup**

- Flag placed correctly
- Room and table set up
- All room lights on

## **Program Participants**

- Participants on time/early
- Substitutions arranged ahead of time
- Participants properly prepared

## **Table Topics Master**

- Arrived Early to verify eligibility
- 15 - 20 topics prepared
- 15 - 20 topics presented
- Topics short and to the point
- Members' names announced After the question

## **Grammarians**

- Explanation of duties and word of the day
- Report offered both Bouquets & Brickbats

## **Back Table**

- Clear concise explanation of duties
- Alert, neither too lenient nor too aggressive
- Clear concise reports

## **Table Topics Participants**

- Answers pertinent to questions

## **Evaluators**

- Evaluated using sandwich method
- Addressed remarks to the entire room, not to the speaker
- Evaluated the Delivery, Not the Content, Not the Speaker

## **Speakers**

- Prepared, on time, Props (if used) did not interfere with another speaker
- Speech objectives met
- Speech neither too long nor too short

## **Toastmaster**

- Prepared and on time
- Relaxed and in control

## **General**

- Courtesy observed at all times
- Handshakes when transferring control
- Lectern always attended
- Greetings to Guests
- Guest introductions
- Humor appropriate to the occasion and the audience
- Start and End on time