

Windsor Speakers Role Guide 0301 - Version 1

The General Evaluators Checklist

General:

- Did the meeting begin on time?
- Were guests properly greeted?
- Was the Club banner and Toastmaster Mission properly displayed?
- Was the sign-in book, the member/guest badges, spare pens, etc. set out appropriately around the room?
- Were printed Agenda's evenly distributed around the room?
- Were comments slips handed out to each member and guest in attendance?
- Were members reminded about the slips at the start of the meeting, and also after each speech?
- Was each speaker applauded?
- Was the applause for each speaker enthusiastic?
- Did all members wear their guest badges?
- If there were latecomers, did they overly disrupt the meeting?
- Were there any unnecessary distractions during the meeting?
- Did any of the role-holders stand in at the last minute?

Toastmaster:

- Did the Toastmaster explain the role if guests are present?
- Did the Toastmaster sit in a spot convenient to the podium?
- Did the Toastmaster take too long with his/her speaking slots?
- Did the Toastmaster keep the meeting flowing smoothly and on time?
- Did each speaker remain at the podium until the Toastmaster returned to shake hands?
- Did the Toastmaster welcome other people to the stage with enthusiasm?

Speakers and Evaluators:

- Did each speaker contact the VP of Education with the speech project information?
- Was each evaluator familiar with the goals of the speech?
- Was each evaluation helpful, positive and upbeat, and did it offer specific suggestions for improvement?

Grammarian

- Was the Word of the Day neatly and clearly displayed, so that even those at the back of the room could see it?

Table Topics Master:

- Did the Table Topics Master explain the purpose of Table Topics?
- Did the Table Topics Master encourage use of the Word of the Day in his or her introduction?
- Were table topics appropriate to the meeting theme?
- Did the Table Topics Master ask the question first, and then choose a speaker to answer it – to make sure everyone thinks of an answer in case they are chosen.
- Were the questions simple, or too complicated/obscure?
- Did the Table Topics Master take too long in introducing Table Topics?
- Did the Table Topics Master limit participants to 3 or 4, depending on how the meeting is for time? (Table Topics Master should consult the Toastmaster when in doubt.)
- Did the Table Topics participants answer the question that was asked?

Timer:

- Did the Timer operate the lights for every slot on the agenda - including the toastmaster, general evaluator, grammarian, etc.