

## General Evaluator's "Rate the Meeting" Form

General Evaluator \_\_\_\_\_

Date \_\_\_\_\_

Directions: Rate the following categories on a scale from 1 to 5 (1=Excellent, 2=Good, 3=Satisfactory, 4=Should Improve, 5=Requires Immediate Attention). Add comments and/or suggestions in the space provided.

<b>Category</b>	<b>Rating</b>	<b>Comments</b>					
<b>START:</b> On time? Were the call to order, invocation, pledge to the flag, and opening remarks handled smoothly and orderly?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>BUSINESS:</b> Done smoothly or did it drag? Too much time spent on triviality or did business get "railroaded through?" Was proper parliamentary procedure followed?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>TABLE TOPICS:</b> Did members not on the program participate? Were the topics appropriate? Did topics monopolize time?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>GUESTS:</b> How many were present? Did each member introduce him/herself? Was each guest made to feel like the most important person in the room? How many became members?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>INTRODUCTIONS:</b> Consider all introductions--Toastmaster, guests, topicmaster, speakers, and evaluators. All deserve more than just name and title (duty).	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>SPEAKERS:</b> Did the speakers accomplish their purpose? Did they use and follow their manuals? Were they well prepared?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>EVALUATIONS:</b> Consider thoroughness, length, and tact. How helpful do they seem to be? Were there suggestions for improvement? Did the evaluations have CRE (commendations, recommendations, and encouragement)?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>TIMING:</b> Were the time limits observed? Was the meeting smooth-flowing? Did it drag anywhere?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>FUN:</b> Did the members seem to enjoy the meeting? Did you enjoy it? What was the tone of the meeting?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
<b>PROGRAM:</b> Did the program meet the Toastmasters standard of excellence for variety, imagination, and participation? Did the program provide the members with a rewarding, educational experience in communication and leadership development?	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">2</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">4</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			