

When being the GENERAL EVALUATOR @ Macintalkers

BEFORE THE MEETING

- 1) Contact the Toastmaster & evaluators to make sure who's evaluating whom.
- 2) Contact Evaluators regarding their introductions (ask how they want to be introduced with respect to the meeting's theme)

GENERAL EVALUATOR SCRIPT:

Here is a sample script that you can use as General Evaluator to know what to do when when being the general evaluator.

1) DURING THE MEETING: Take notes about the meeting. You will give a report about it. You may include the following:

- Check changes, you will call evaluators in corresponding SPEAKERS order.
- Evaluation of the Toastmaster of the Evening
- Timing
- Comments about functionaries' reports
- Job of the functionaries (display of the word of the day, funny joke...)
- Evaluations
- **DO NOT** evaluate/comment on speeches (this is the job of the evaluators)

2) Come to the lectern when announced

- Shake TM hand
- Introduce each evaluator. It is up to you to ask the evaluator for a particular introduction.
- Please, remind which speaker is being evaluated
- Applause while evaluator comes to the lectern and when finished

3) Ask to vote for BEST EVALUATOR and to keep the basket moving

4) Ask for reports:

- Timer
- Grammarian
- Wizard of Ahs
- Wordmaster

5) Give your report of the meeting (usually 2-3 minutes, you can ask the timer to time it).

6) Remind to pass the basket around with the votes for BEST EVALUATOR

7) Turn lectern back to TM (shake hand)