

DUTIES AND PROGRAM GUIDE FOR THE GENERAL EVALUATOR**A. Prior to the meeting:**

Insure that the assigned Evaluators, Timer, Ah-Counter/Grammarian are present. If any are absent appoint another toastmaster to fill the vacancy.

B: During the meeting:

1. Receive control from the Toastmaster-of-the-Day.

2. Call for the oral evaluations of each prepared speaker.

Announce each Evaluator:

"Toastmaster _____, will evaluate
 Toastmaster _____'s speech which was entitled
 _____."

Receive the floor from each Evaluator and then call on the next one.

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 Toastmaster _____'s speech which was entitled
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"Toastmaster _____, will evaluate
 Toastmaster _____'s speech which was entitled
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Receive the floor from each Evaluator and then call on the next one.

3. Call on _____ for a timer's report on the Evaluators.

4. Call for ballots for the best evaluator and ask that votes for best evaluator be passed to _____

5. Upon the completion of the oral evaluations:

Call for Ah-Counter/Grammarian Report from _____

6. Call for Vote Counters report from _____

7. General Evaluation of the meeting:

Make comments as appropriate on all portions of the meeting:

- Time meeting started.
- The invocation
- Conduct of the business meeting
- Conduct of Table Topics
- Performance of the Toastmaster-of-the-Day
- Comments overlooked by individual evaluators.
- Suggestions for the next meeting.

8. Return control of the meeting to the Toastmaster-of-the-Day.

