

General Evaluator | Protocol

Date:

Name:

The **GENERAL EVALUATOR** is, as the name implies, the evaluator who assesses the entire session. This role comes with a lot of responsibility, but it is also very rewarding. The overall evaluator reports to the meeting moderator, who introduces him or her and to whom he or she returns event leadership after his or her overall evaluation. The overall evaluator is responsible for the evaluation team, which consists of the timer, grammarian, ah-ounter, and a table topic evaluator. The main tasks are:

- Observe each participant in the program.
- Look for good and not so good examples of preparation, organization, delivery, enthusiasm, attentiveness, and general duty performance.
- Were the evaluations positive, uplifting, helpful? Did they point out ways to improve? Was there anything missing?

Your tasks tonight are:

- Before the meeting begins, transfer the names from the agenda to the minutes and fill in any missing names during the evening.
- Speaking time for the overall evaluation of the evening: 3 to 5 minutes.
- Please give this form to the secretary at the end of the meeting.

Room setup	
Hybrid setup	
Moderator/Toastmaster	
Table topics moderator	
Online-Host	
Speech Evaluation	

Table Topics Evaluator	
Grammarian	
Timer	
Ah-Counter	
Overall organization of the evening	

Space for comments: