



## Johann du Rand's General Evaluator's 5-3-1 guide

Duty / Task	Y	N
Was the Room setup in a professional manner?		
Were agendas distributed?		
Was the Banner displayed?		
Were the Guests greeted warmly at door?		
Did the Guests receive a Guest Pack?		
<b>Start of Meeting</b>	<b>Y</b>	<b>N</b>
Did the meeting start on time?		
Were changes to Agenda handle effectively?		
Were all the Visitors and Guests warmly welcomed?		
Were new Member induction handled professionally?		
Did the President set a strong tone for the meeting?		
Was the Toastmaster given a proper introduction?		
Was the Gavel passed correctly to the Toastmaster?		
<b>Toastmaster</b>	<b>Y</b>	<b>N</b>
Was the Toastmaster prepared?		
Did the Toastmaster set a positive tone for the meeting?		
Did the Toastmaster call on the Timer and grammarian to explain their roles?		
Did the Toastmaster call on the coach/evaluator for objectives of speech?		
Did the toastmaster introduced the speakers professionally?		
Did the Toastmaster clearly mention the speech title and speaker's name?		
<b>Table Topics</b>	<b>Y</b>	<b>N</b>
Was the Table Topics master well prepared?		
Did the Table Topic master provide effective explanation of the role?		
Did the speeches have a clear Opening – Body - conclusion?		
Did the Table Topics master conduct the session with energy?		
Topics were challenging and interesting , too easy, too difficult?		
Were members with small or no roles encouraged to speak?		
<b>Timer Keeper</b>		
Did the report include time when meeting started?		
Did the Timer Keeper handled the session effectively?		
<b>Coach/evaluator</b>	<b>Y</b>	<b>N</b>
Did the Coaches have a clear Opening – Body and conclusion?		
Did the Coaches focus on the speech objectives?		
Were the coaches sincere, positive, motivating and enthusiastic?		
Did the coaches provide specific examples to the speaker?		
Did the coaches demonstrate to the speaker how to improve?		
<b>Grammarian – Ah Counter</b>	<b>Y</b>	<b>N</b>
Grammarian explained duties clearly?		
Was the Report effectively handled?		
Did the report include information specific to each participant?		
<b>General</b>	<b>Y</b>	<b>N</b>
Did the meeting progressed per timeline of the Agenda?		
Lectern/stage was never left empty?		
Each transition was smooth with handshake?		
Audience applauded until next person took control of lectern?		
Was the meeting enjoyable?		

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Opening:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**⑤ Give 5 examples of roles or actions that were done very well during the meeting:**

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**③ What, in your opinion, are 3 things that could have been done better to make subsequent meetings more effective? Suggestions to improve:**

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**Summarize Evaluation:**

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**① What did you like best about the meeting?**

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