

# Standard Meeting Evaluation Form

For Use by the General Evaluator

<b>Role:</b>	<b>Comments:</b>		
Presiding Officer	Did the meeting start on time?	Yes	No
	Were the guests introduced and made to feel welcome?	Yes	No
	Conduct of the meeting _____		
	Introduction of the TMOD _____		
Toastmaster	Were the following announced:		
	Timing requirements?	Yes	No
	Speech project numbers and purpose?	Yes	No
	Did the TMOD bridge the activities well?	Yes	No
	Was there an agenda?	Yes	No
	Was this agenda reviewed for the audience?	Yes	No
	Were the merits of the speeches commented upon?	Yes	No
	Other comments: _____		
Table Topics	Were the topics short, simple, and stimulating?	Yes	No
	More than 30 seconds to introduce topics?	Yes	No
	First choice participants: not on agenda?	Yes	No
	Second choice participants: minor roles?	Yes	No
	Guests given an opportunity to participate?	Yes	No
	Were major participants (e.g., TMOD) selected?	Yes	No
	Other comments: _____		
Evaluator(s)	Were the evaluations helpful?	Yes	No
	Did evaluator state how he/she perceived the speaker?	Yes	No
	Evaluation cover areas in which the speaker had improved?	Yes	No
	Evaluation cover areas in which speaker excelled?	Yes	No
	Cover areas in which he/she felt speaker could improve?	Yes	No
	Other comments: _____		
Meeting Room	Was the room set up appropriately?	Yes	No
	Was the TI Club Banner displayed?	Yes	No
	Did the placement of the tables, chairs, and podium/lectern allow the participants to see each other clearly?	Yes	No
	Were the handouts:		
	Helpful?	Yes	No
	A hindrance?	Yes	No
	Did external noise compete with the meeting?	Yes	No
	Did everyone arrive on time?	Yes	No
	Was the meeting entrance/exit easily accessed?	Yes	No
	Other comments: _____		