

<ul style="list-style-type: none"> <li>● <b>Sergeant at Arms:</b></li> <li>● Did the meeting start on time</li> <li>● Enthusiastic</li> <li>● Welcomed guests</li> <li>● Housekeeping (cell phones etc)</li> <li>● Introduced Toastmaster</li> <li>● Pronunciation/ enunciation</li> </ul>	<ul style="list-style-type: none"> <li>● Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>
<ul style="list-style-type: none"> <li>● <b>Toastmaster:</b></li> <li>● Preparation</li> <li>● Confidence</li> <li>● Pronunciation</li> <li>● Eye Contact</li> <li>● Use of voice</li> <li>● Use of body language</li> <li>● Welcome guests</li> <li>● Any changes to schedule on day</li> <li>● Warm welcome to each speaker</li> <li>● Lead applause, shake hand then sit down</li> <li>● Thank each speaker</li> <li>● Was timing kept to?</li> </ul>	<ul style="list-style-type: none"> <li>● Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>

<ul style="list-style-type: none"> <li>● <b>Grammarian Baird:</b></li> <li>● Preparation</li> <li>● Greet TM, audience &amp; guests</li> <li>● Grammarian or Baird</li> <li>● What was main point</li> <li>● Eye Contact</li> <li>● Pronunciation/ enunciation</li> <li>● Use of voice</li> </ul>	<ul style="list-style-type: none"> <li>● Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>
<ul style="list-style-type: none"> <li>● <b>Introducer 1:</b></li> <li>● Greet TM, audience &amp; guests</li> <li>● Preparation</li> <li>● Background on speaker</li> <li>● Was the manual objectives explained well</li> <li>● Timer given time for speech</li> <li>● Pronunciation/ enunciation</li> <li>● Eye Contact</li> <li>● Warm enthusiastic welcome to speaker</li> <li>● Speech title, name of speaker, speech title</li> </ul>	<ul style="list-style-type: none"> <li>● Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>
<ul style="list-style-type: none"> <li>● <b>Introducer 2:</b></li> <li>● Greet TM, audience &amp; guests</li> <li>● Preparation</li> <li>● Background on speaker</li> <li>● Was the manual objectives explained well</li> <li>● Timer given time for speech</li> <li>● Pronunciation/ enunciation</li> <li>● Eye Contact</li> <li>● Warm enthusiastic welcome to speaker</li> <li>● Speech title, name of speaker, speech title</li> </ul>	<ul style="list-style-type: none"> <li>● Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>

<ul style="list-style-type: none"> <li>• <b>Introducer 3:</b></li> <li>• Greet TM, audience &amp; guests</li> <li>• Preparation</li> <li>• Background on speaker</li> <li>• Was the manual objectives explained well</li> <li>• Timer given time for speech</li> <li>• Pronunciation/enunciation</li> <li>• Eye Contact</li> <li>• Warm enthusiastic welcome to speaker</li> <li>• Speech title, name of speaker, speech title</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>
<ul style="list-style-type: none"> <li>• <b>Table Topics Master:</b></li> <li>• Choice of topics</li> <li>• Pronunciation</li> <li>• Advice of timing to timekeeper</li> <li>• Welcome of each speaker</li> <li>• Transition to each speaker smooth</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>
<ul style="list-style-type: none"> <li>• <b>Evaluator 1:</b></li> <li>• Welcome to TM, audience and guests</li> <li>• Re-cap objectives</li> <li>• Give speaker useful recommendations</li> <li>• Eye contact</li> <li>• Pronunciation/ enunciation/voice projection/body language</li> <li>• Voice projection</li> <li>• Sum up evaluation and finish on a commendation</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	<p>Recommend</p>	<p>Commend</p>

<ul style="list-style-type: none"> <li>• <b>Evaluator 2:</b></li> <li>• Welcome to TM, audience and guests</li> <li>• Re-cap objectives</li> <li>• Give speaker useful recommendations</li> <li>• Eye contact</li> <li>• Pronunciation /enunciation/voice projection/body language</li> <li>• Sum up evaluation and finish on a commendation</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	Recommend	Commend
<ul style="list-style-type: none"> <li>• <b>Evaluator 3:</b></li> <li>• Welcome to TM, audience and guests</li> <li>• Re-cap objectives</li> <li>• Give speaker useful recommendations</li> <li>• Eye contact</li> <li>• Pronunciation /enunciation/voice projection/body language</li> <li>• Sum up evaluation and finish on a commendation</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	Recommend	Commend
<ul style="list-style-type: none"> <li>• <b>Table Topics Evaluator</b></li> <li>• Welcome to TM, audience and guests</li> <li>• Give speakers useful recommendations</li> <li>• Eye contact</li> <li>• Pronunciation / enunciation /voice projection/body language</li> <li>• Got to the point</li> </ul>	<ul style="list-style-type: none"> <li>• Commend</li> </ul>	Recommend	Commend

Sum up meeting