

## First impressions / Hospitality / Sergeant-at-Arms

- Was the room set up when members and guests arrived?
- Was the banner displayed and the lectern in place in the centre of the speaking area?
- Were guests greeted immediately when they arrived and introduced to a member?
- Were the name tags ready for members to collect?
- Was the guest book on display ready for guests to sign?
- Did they welcome and introduce guests by their name, not just "guests"?

## Toastmaster

- Were they prepared?
- Did they keep the lectern warm and come up with gap fillers if necessary?
- Did they waffle too much between speakers?
- Did they lead the applause?
- Did they keep the meeting on track and to time?
- Did they handle interjections and any "floor hoggers" appropriately?

## Grammarian

- Were they prepared for the role?
- Did they explain the role for guests?
- Were examples given in a sentence?
- Did they give examples of word pictures or rhetorical devices?
- Did they count gap fillers such as ah's and uhm's, or pick up slang?

## Timer

- Did they explain the role for guests?
- Did they give the times of the prepared speeches?
- Did they highlight items that went under or over time rather than reading out an exhaustive list?
- Did they present their report quickly without waffle?

## Educational / Mentoring

- Was it well prepared and were clear instructions given?
- Was it beneficial and educational?
- Were the interactive break-out sessions effective, fun and productive?
- Did the educational / mentoring keep to time?

## Evaluators

- Was the introduction helpful for the speaker and the audience?
- Did they give the objectives and title of the speech?
- Did they steal the speaker's thunder?
- Did they comment on all the project objectives and not something general?
- Did they use 3<sup>rd</sup> person?
- Did they use the CRC method and were the recommendations done sensitively?
- Were the commendations deserved or was the evaluation full of white wash?

## Table Topics Master

- Were they prepared for the role?
- Did they introduce the theme of the topics and was it aligned to the meeting theme?
- Did they actively moderate the topics (not just supply a box with paper snippets for self-service)?
- Did they read the topic first and then choose the speaker?
- Did they waffle too much between topics?
- Were people with no and minor roles picked first?
- Did they keep to time?
- Did they invite guests to choose a topic or speak about themselves?

## Table Topic Speakers

- General evaluation, no individual feedback
- Did they make a long pause before they began speaking?
- Did they use strong openings?
- Did they illustrate their points with examples or personal stories?
- Did the speech end with a conclusion, moral or call to action?