

# General Evaluator's Agenda

Time	<input checked="" type="checkbox"/> <b>FUNCTIONARY / Action</b>	Person Assigned	Notes
7:00 pm	<b>CLUB PRESIDENT</b>		
7:08 pm	<b>TOASTMASTER</b>		
	<input type="checkbox"/> Opening remarks		
	<input type="checkbox"/> Functionary introductions		
7:15 pm	<input type="checkbox"/> Speech #1		
	<input type="checkbox"/> Speech #2		
	<input type="checkbox"/> Speech #3		
7:45 pm	<b>TOPICMASTER</b>		
	<input type="checkbox"/> Explanation of Tabletopics		
	<input type="checkbox"/> Questions		
	<input type="checkbox"/> Participants		
	<input type="checkbox"/> No-pressure invitation for guests to participate		
7:55 pm	<b>GENERAL EVALUATOR</b>		
	<input type="checkbox"/> Introduce Evaluator #1		
	<input type="checkbox"/> Introduce Evaluator #2		
	<input type="checkbox"/> Introduce Evaluator #3		
	<input type="checkbox"/> Request a Timer's report		
	<input type="checkbox"/> "Please vote for most effective evaluation"		
	<input type="checkbox"/> Request Ah Counter's report		
	<input type="checkbox"/> Request Grammarian's report		
	<input type="checkbox"/> Request Wordmaster's report		
	<input type="checkbox"/> Call for Word of Wisdom		
	<input type="checkbox"/> Call for Joke of the Day		
	<input type="checkbox"/> Give an overall evaluation of the meeting, evaluators, and leadership (not the speeches)		
	<input type="checkbox"/> Present awards		
8:20 pm	<input type="checkbox"/> Return control of meeting to the Club President		

Additional Comments: