

GOLDEN GAVEL MEETING AWARD WORKSHEET

Club _____

Meeting Date _____

Obtain list of attending club members on the 2nd page

The club must meet all 11 of the following criteria:	Criteria met?
Members and guests are greeted warmly and enthusiastically.	
Meeting starts and adjourns on time.	
15 or more Toastmaster members must be present (clubs with membership below 20, 75% of members present)	
At least one non-Toastmaster guest is present.	
There is applause after every speaker and meeting participant presentation	
All prepared speeches are MANUAL speeches.	
Evaluations are both specific and supportive.	
Participants are positively recognized and ribbons/rotating trophies are awarded.	
Members wear badges and guests are given name tags.	
Printed agendas are distributed and followed with three or fewer assignment changes to the agenda.	
Table Topics are interesting and/or fun - most participants are able to speak the full time period.	

Observed by _____

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