

GOLDEN GAVEL MEETING AWARD WORKSHEET

Club _____

Meeting Date _____

Obtain list of attending club members on the 2nd page

The meeting must meet all 11 of the following criteria:	Criteria met?
Members and guests are greeted warmly and enthusiastically.	
Guests are given a guest packet that at a minimum consists of a membership application, the Features, Values, and Benefits Chart and a Toastmaster magazine.	
Meeting starts and adjourns on time.	
15 or more Toastmaster members are present. Clubs with membership below 20 have 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 written in the prepared speakers' manuals and in role players' Competent Leader manuals. Oral evaluations are both specific and supportive.	
Members and guests wear badges or have name tents.	
Printed agendas are distributed and followed with three or fewer assignment changes to the agenda.	
Table Topics are interesting and/or fun.	

Observed by _____

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