

Timer Duties

[*Stand up*]

Good afternoon Mister (Madam) Toastmaster, Fellow Toastmasters, and Guests.
My name is _____ .

I will be serving as the timer. My duty is to time prepared speeches, table topics, and speech evaluations.

[*Demonstrate the following*]

- When a speaker reaches the minimum time allotted, I will show the green paper.
- When a speaker reaches the midpoint of the time allotted, I will show the yellow paper.
- When a speaker reaches the end of the speaking time, I will show the red paper. The speaker then has 30 seconds to end his speech.

I will report the speaking times at the end of the meeting.

Mister (Madam) Toastmaster

[*Sit down*]

Timing Samples			
Time Allotment	Green Paper	Yellow Paper	Red Paper
4-6 minutes (Icebreaker Speech)	4 minutes	5 minutes	6 minutes
5-7 minutes (Speeches)	5 minutes	6 minutes	7 minutes
2-3 minutes (Evaluations)	2 minutes	2 minutes 30 seconds	3 minutes
1-2 minutes (Table Topics)	1 minute	1 minute 30 seconds	2 minutes
3-5 minutes (General Evaluator)	3 minutes	4 minutes	5 minutes

Timer's Worksheet

Meeting Date / Time: _____

	Speaker Name	Time Allowed	Actual Time	Within Time	Over Time	Under Time
Speeches				<i>Place a check in the box</i>		
Speaker #1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaker #2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaker #3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluations		2-3 minutes		<i>Place a check in the box</i>		
Evaluator #1:		2-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator #2:		2-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator #3:		2-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table Topics		1-2 minutes		<i>Place a check in the box</i>		
TT Speaker #1		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #2		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #3		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #4		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #5		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #6		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #7		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TT Speaker #8		1-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3-5 minutes		<i>Place a check in the box</i>		
General Evaluator		3-5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give this completed worksheet to the Secretary at the end of the meeting for the minutes.