

TIMER

“As Timer I am responsible for keeping track of the time for Prepared Speeches, Table Topics and Evaluations. By using the light (or CARD) system, I will aid the presenter in knowing when he or she meets the minimum time limit as well as tracking remaining allowable time. The minimum speech time will be indicated by the time signaling device.

(demonstrate)

◆ For Prepared Speeches, the times are *(see notes below for times by speech classification)*

◆ For Table Topics, the times are 1-2 minutes in length. Qualify at 1 minute and green is displayed, at 1½ minutes yellow and at 2 minutes red;

◆ For Evaluations, the times are 2-3 minutes. (G=2, Y=2.5, R=3)

◆ General Evaluator is 3-5 minutes (G=3, Y=4, R=5)

For all speakers & evaluators, once the red light is lit, the speaker must complete the speech within 30-seconds or be disqualified.

I will report speaker times when called upon to provide them.”

THE INFORMATION CONTAINED IN THE ABOVE TEXT BOX MAY BE EITHER READ OR PUT IN YOUR OWN WORDS.

Timer notes — please review before meeting begins:

The Toastmaster will introduce you at the beginning of the meeting. Stand and explain your duty as covered above. Demonstrate using the time signal device (lights or cards, as available).

- **Ice Breaker speeches are 4-6 minutes (qualify at 3:30 minutes)**
 - 4 minutes - Green — display until 5 minutes**
 - 5 minutes - Change to Yellow — display until 6 minutes**
 - 6 minutes - Change to Red and hold till speaker finishes**
- **C&L manual speeches #2 - 9 are 5-7 minutes (qualify at 4:30 minutes)**
 - 5 minutes - Green — display until 5 minutes**
 - 6 minutes - Change to Yellow — display until 6 minutes**
 - 7 minutes - Change to Red and hold till speaker finishes**
- **C&L manual speech #10 is 8-10 minutes (qualify at 7:30 minutes)**
 - 8 minutes - Green — display until 9 minutes**
 - 9 minutes - Change to Yellow — display until 10 minutes**
 - 10 minutes - Change to Red and hold till speaker finishes**
- **Advanced speeches vary in length (check with speaker & Toastmaster for appropriate timing)**

Record each participant's name and time used. When called upon to give a timer's report, announce the names of the speakers, table topics participants, or evaluators who did meet their time requirements.