SUMMARY

Each speaker has been given a pre-determined time interval within which to complete his or her speech. During a contest, only speakers whose talk times are between the minimum and maximum times are eligible to receive a Best Speaker, Best Evaluator or Best Table Topics award.

The Timer's role is to time the scheduled Speakers, their assigned Evaluators, each Table Topics speaker, and the General Evaluator. When asked by the Toastmaster or General Evaluator, the Timer gives a report on the whether each speaker qualified for a ribbon by talking between the minimum and maximum time-limits allowed. The Timer uses the Timer's form provided to record this information.

INSTRUCTIONS:

BEFORE THE MEETING:

Check with the Toastmaster to determine the time requirements for each scheduled speech. Write these times on your form.

WHEN INTRODUCED BY THE GENERAL EVALUATOR OR TOASTMASTER:

Say something like this:

"Good evening Toastmasters and Guests. My role as Timer is to let the speakers know when they have met their minimum, midpoint and maximum times of their speech. While they are speaking, I will turn on the green light to signify when they have met their minimum time. I will turn on the yellow light when they have reached the midpoint of their speech, and I will turn on the red light when they are approaching their maximum speech time. 30 seconds after the red light comes on, I will ring the bell (like this) to signify that the speaker has surpassed the maximum time allowed and, therefore, will not qualify for a ribbon. After another 10 seconds, I will ring the bell again. Back to you Mr./Ms. General Evaluator."

FOR EACH SPEECH:

1. When a speech begins, turn on the timer.
2. When that the speaker's minimum qualifying time is reached turn on the GREEN light.
3. At mid-point of the speech, turn off the green light and turn on the YELLOW light.
4. At the maximum time is reached, turn off the yellow light and turn on the RED light.
5. At 30 seconds after the maximum time, RING the BELL.
6. Note on the form that the speaker did not qualify for an award.
7. At 10 seconds after the bell has been rung, RING the BELL to signify a request to stop speaking.
8. At the end of the speech, note the speaker's time on the form.

REPORTS:

At the end of each section (formal speeches, table topics, evaluations) you will called upon to report as which speakers qualified for an award.

> #### FOR TABLE TOPICS ONLY:
> - At the end of the last Table Topics speech and prior to being asked to report, ask the Grammarian if any of the speakers did NOT use the word of the day.
> - For each speaker who didn't use the word of the day, note that the person did not qualify for an award.

When asked, announce who qualified and who didn't.