

Timer Role

Duties: To keep time of speeches, evaluations and table topics. As each role has various time requirements, you will need to be aware of what times go with what speaking part! Use this sheet to guide you, and remember to restart the timer for each new role

Introduce the times for the speaking roles

	Speaker #1	Speaker #2	Table Topics	Evaluations
Allotted Time			1-2 minutes	2-3 minutes
Speaker Name			Everyone	Evaluators
Green:			1 minute	2 minutes
Yellow:			1 ½ minutes	2 ½ minutes
Red:			2 minutes	3 minutes

Speech Times:

Speaker 1: _____ Speaker 2: _____

Table Topics Times:

Name _____ Time: _____

Name _____ Time: _____

Name _____ Time: _____

Name _____ Time: _____

Name _____ Time: _____

Name _____ Time: _____

Name _____ Time: _____

Evaluation Times:

Evaluation 1: _____ Evaluation 2: _____

(Give time reports when called on. Use this sheet to record times. Return Meeting to Toastmaster)