

When You Are The TIMER

You will be called on to explain the timing rules by the Toastmaster. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time interval. The Timer is the member responsible for keeping track of time. Each segment of the meeting is timed. Your explanation of your duties and report to the club should be communicated clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions...something that we do every day.

Prior to the Meeting

- ☐ Confirm scheduled program participants with the Toastmaster and General Evaluator.
- ☐ Confirm time required for each prepared speech with the speakers.
- ☐ Write out your explanation in the clearest possible language, and rehearse it. Be sure to emphasize timing rules and how timing

signals will be given for the benefit of guests.

Prior to the Meeting

- ☐ Get timing equipment from the Sergeant-at-Arms.
- ☐ Ensure you understand how to operate the stopwatch and signal device, and make certain that it is in good working order.
- ☐ Sit where the signal device can easily be seen by all (back center of room).

During the Meeting

- ☐ When introduced, explain the timing rules and demonstrate the signal device.
- ☐ Throughout the meeting, signal each program participant as indicated in the chart below.
- ☐ Record each participant's name and time used.
- ☐ When called, give report of each participant's time.

After the Meeting

- ☐ Return the stopwatch and timing signal device to the Sergeant-at-Arms.
- ☐ Give the completed time report to the Secretary for recording speech times in the minutes.

TYPE CONTEST	Disqualify if time is less than	GREEN light on at	YELLOW light on at	RED light on at	Disqualify if time is more than
INTERNATIONAL SPEECH	4:30	5:00	6:00	7:00	7:30
EVALUATION	1:30	2:00	2:30	3:00	3:30
HUMOROUS SPEECH	4:30	5:00	6:00	7:00	7:30
TABLE TOPICS	1:00	1:00	1:30	2:00	2:30
TALL TALES	1:30	2:00	2:30	3:00	3:30

Timer's Timing Sheet

TYPE OF SPEECH	Disqualify if time is less than	GREEN light on at	YELLOW light on at	RED light on at	Disqualify if time is more than
TABLE TOPICS	1:00	1:00	1:30	2:00	2:30
EVALUATION	1:30	2:00	2:30	3:00	3:30
C & L #1 The ICEBREAKER	3:30	4:00	5:00	6:00	6:30
C & L #2 - #8 SPEECHES	4:30	5:00	6:00	7:00	7:30
C & L #9 SPEECH	6:30	6:30	6:45	7:00	7:30
C & L #10 & ADV SPEECHES	7:30	8:00	9:00	10:00	10:30
ADV C & L SPEECHES	9:30	10:00	11:00	12:00	12:30
ADV C & L SPEECHES	11:30	12:00	13:30	15:00	15:30
ADV C & L SPEECHES	14:30	15:00	17:30	20:00	20:30

T T SPK #1 _____ TIME _____

T T SPK #2 _____ TIME _____

T T SPK #3 _____ TIME _____

T T SPK #4 _____ TIME _____

SPEAKER #1 _____ TIME _____

SPEAKER #2 _____ TIME _____

SPEAKER #3 _____ TIME _____

SPEAKER #4 _____ TIME _____

EVAL #1 _____ TIME _____

EVAL #2 _____ TIME _____

EVAL #3 _____ TIME _____

EVAL #4 _____ TIME _____