

TIMER FORM



REMINDERS:

- Start stopwatch at the first word or obvious non-verbal communication
- Stop stopwatch when the speaker returns control over to the Toastmaster of the Day

Name:

Date:

Confirm time with speakers before the meeting			SPEECHES	
<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Name</u>	<u>Actual Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TABLE TOPICS				
<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Name</u>	<u>Actual Time</u>
1:00 m	1:30 m	2:00 m	_____	_____
			_____	_____
			_____	_____

EVALUATIONS				
<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Speech Evaluators</u>	<u>Actual Time</u>
2:00 m	2:30 m	3:00 m	_____	_____
			_____	_____
			_____	_____
			<u>General Evaluator</u>	
2:00 m	2:30 m	3:00 m	_____	_____

Note: Conduct a timing light check using the remote control from your seat before the meeting. Keep a set of colored cards (green, yellow, red) in reserve for backup. The General Evaluator is timed but is not included in the oral report. Turn in the completed Timer report to the President or VPE.