TIMER'S REPORT

INSTRUCTIONS:

Use this form to record and report on the times used by each speaker. The time limits listed below will be used at each meeting unless special arrangements are made by the speaker or by the program organizer. The timing light schedule below conforms to TI contest rules.

Place an X in the box before any speaker who was disqualified on time.

Before the end of the meeting please sign and date the report and hand the report to the Toastmaster or Vice President of Education.

If voting for best in each category, you may indicate the winners by placing a check mark in the box before the winners' names.

Prepared Speeches: **May be any time frame** ***most*** **speeches are:** **Minimum qualifying time: 4:30** **Maximum qualifying time: 7:30**

Name:	Min.	Sec.		
☐ _____	____	____	**No Light**	**0:00 – 5:00**
☐ _____	____	____	**Green**	**5:00 – 6:00**
☐ _____	____	____	**Yellow**	**6:00 – 7:00**
☐ _____	____	____	**Red**	**7:00 – End**
☐ _____	____	____		

Table Topics: 1-2 min. **Minimum qualifying time: 1:00** **Maximum qualifying time: 2:30**

☐ _____	____	____	**No Light**	**0:00 – 1:00**
☐ _____	____	____	**Green**	**1:00 – 1:30**
☐ _____	____	____	**Yellow**	**1:30 – 2:00**
☐ _____	____	____	**Red**	**2:00 - End**

Evaluations: 2-3 min. **Minimum qualifying time: 1:30** **Maximum qualifying time: 3:30**

☐ _____	____	____	**No Light**	**0:00 – 2:00**
☐ _____	____	____	**Green**	**2:00 – 2:30**
☐ _____	____	____	**Yellow**	**2:30 – 3:00**
☐ _____	____	____	**Red**	**3:00 - End**
☐ _____	____	____		

_____ **Timekeeper**

_____ **Date**