

# Timer

You must carefully time each participant on the program:

- Meeting start time
- Thought for the evening
- Each table topic participant
- Each Speaker
- Each evaluator

In addition to providing valuable practice for contest speeches, you will help to keep each speaker within time, and to keep the meeting on schedule. You should have a form to make recording time easier.

Your report is an impromptu speech. You should briefly explain the purpose and importance of timing and of staying within time. Announce the time for each participant as well as what their goal was and whether or not they were within time.

- The thought for the day is within time if it is between 2:00 and 3:30.
- Table topics are within time if they are between 1:00 and 2:30.
- Evaluators are within time if they are between 1:30 and 3:30.
- Speakers doing a 5 to 7 minute speech are within time if they are between 4:30 and 7:30. An 8 to 10 minute speech is within time if it is between 7:30 and 10:30, etc.

# Timing

	Person	Actual Time
Meeting Start Time	6:45	
Thought for the evening	2-3 Min	
Table Topics - Green at 1:00, Amber at 1:30, Red at 2:00		
First Table Topic		
Second Table Topic		
Third Table Topic		
Fourth Table Topic		
Fifth Table Topic		
Sixth Table Topic		
Speakers - Timing from Toasmaster of the Evening		
First Speaker		
Second Speaker		
Third Speaker		
Fourth Speaker		
Evaluators - Green at 2:00, Amber at 2:30, Red at 3:00		
First Evaluator		
Second Evaluator		
Third Evaluator		
Fourth Evaluator		