
Toastmasters Club

TOASTMASTERS MEETING ROLE

Generic Timer Script

One of the lessons of Toastmasters is to learn to express your thoughts clearly and concisely, within a specific time. I will be responsible for keeping track of your time, and for reminding you when you are getting towards the end of your speech.

I will display the GREEN SIGNAL when you reach your minimum time. The YELLOW SIGNAL will display when you reach the time mid-way between your minimum and maximum time. I will show the RED SIGNAL when you reach the maximum time for your speech. You will have 30 seconds after the RED SIGNAL is displayed to complete your thoughts.

Table Topics speakers must speak at least 1 minute. All other presenters must speak at least 30 seconds BEFORE the minimum scheduled time.

At the end of each session, I will report the actual time that each speaker took and who qualifies for voting for “best presenter.”

(Don't forget to get an evaluation in Project 4 of your Competent Leader (CL) Manual.)

_____ Toastmasters Club TIMER REPORT FORM

Meeting Date: _____

SPEAKERS

Minimum planned time = green light / Mid-point time = yellow light / Planned end time = red light

(Usually 5 to 7 minutes for speeches, 4 to 6 minutes for Ice Breaker speeches)

Planned time + 30 seconds (before or after) qualifies for Best Speaker voting

<u>Speaker</u>	<u>Planned Time</u>	<u>Actual Time</u>	<u>Qualify?</u>
1. _____	_____ to _____	_____	<u>Y / N</u>
2. _____	_____ to _____	_____	<u>Y / N</u>
3. _____	_____ to _____	_____	<u>Y / N</u>
4. _____	_____ to _____	_____	<u>Y / N</u>
5. _____	_____ to _____	_____	<u>Y / N</u>

TABLE TOPICS

Minute = green light / 1 minute 30 seconds = yellow light / 2 Minutes = red light

Up to 2:30 qualifies

WORD OF THE DAY: _____ (Optional: Must use the word of the day to qualify)

<u>Speaker</u>	<u>Topic Given</u>	<u>Actual Time</u>	<u>Use Word?</u>	<u>Qualify?</u>
1. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
2. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
3. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
4. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
5. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
6. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
7. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>
8. _____	_____	_____	<u>Y / N</u>	<u>Y / N</u>

EVALUATORS

2 Minutes = green light / 2 minutes 30 seconds = yellow light / 3 Minutes = red light

2:30 seconds to 3:30 qualifies

<u>Speaker</u>	<u>Evaluating</u>	<u>Actual Time</u>	<u>Qualify?</u>
1. _____	_____	_____	<u>Y / N</u>
2. _____	_____	_____	<u>Y / N</u>
3. _____	_____	_____	<u>Y / N</u>
4. _____	_____	_____	<u>Y / N</u>
5. _____	_____	_____	<u>Y / N</u>