



Timing Report

Table Topics			
Speaker:	Topic:	Time:	/ 1.30
Speaker:	Topic:	Time:	/ 1.30
Speaker:	Topic:	Time:	/ 1.30
Speaker:	Topic:	Time:	/ 1.30
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Speaker:	Topic:	Time:	/ 1.30
Speaker:	Topic:	Time:	/ 1.30
Speaker:	Topic:	Time:	/ 1.30
Project Speeches			
Speaker:	Title:	Time:	/
Speaker:	Title:	Time:	/
Speaker:	Title:	Time:	/
Speaker:	Title:	Time:	/
Evaluators			
Speaker:	Evaluating:	Time:	/
Speaker:	Evaluating:	Time:	/
Speaker:	Evaluating:	Time:	/
Speaker:	Evaluating:	Time:	/
Master/General Evaluator	Name:	Time:	/



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INSTRUCTIONS

Before the meeting, take the timing device to your seat or get a set of three cards representing the green, amber, and red lights. Check with the speakers and verify their speech time. *The Communication and Leadership Program* prescribes the following times:

- The Icebreaker 4 – 6 minutes
- Project Speeches 2-9 5 – 7 minutes
- Project Speech 10 8 – 10 minutes

When called upon to explain your duty, stand and say, “Mr./Madam Toastmaster, Fellow Toastmasters, and Welcome Guests, I will be timing all of the speaking events of this meeting. Table Topics speakers have from forty-five seconds to one minute and fifteen seconds; Evaluators from two to three minutes; prepared speakers are assigned times designated by the manual or by their own request, usually five to seven minutes.” When the speaker’s time has reached its minimum requirement, you will note that our timing signal will be green to notify the speaker that he/she has reached the minimum speech time. After thirty seconds or one minute, it will be yellow to notify the speaker that there is only a short time remaining for the speech. The timing signal will be red to notify the speaker that he/she should stop speaking and be seated within thirty seconds (15 seconds for Table Topics). The grace period of 30 seconds also applies to minimum speech time (except for Table Topics).

<u>Event</u>	<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Grace Period</u>
Table Topics	0:45	1:00	1:15	0:15
Evaluations	2:00	2:30	3:00	0:30
General/Master Evaluation	3:00	4:00	5:00	0:30
Ice Breaker	4:00	5:00	6:00	0:30
Project Speeches 2 – 9	5:00	6:00	7:00	0:30
Project Speech 10	8:00	9:00	10:00	0:30
Tutor Master	3:00	4:00	5:00	0:30
Debate Panellists [Pro & Con]	0:30	0:45	1:00 [Bell]	N/A
Debate Panellists [Rebut]	0:10	0:20	0:30 [Bell]	N/A

****Note:**

- Start the timing device at the speaker’s first utterance and stop the device at the last utterance.
- The Timer should not report the exact time of each participant unless specifically requested.
- The Timer will simply state, “All speakers were on time except xxxxxxx, who spoke xxxx over.”
- The Timer will not state that the votes were “close” or that there was a “tie.”
- The Timer is the “tiebreaker,” and will cast the tiebreaking vote in case of a voting tie.

Ballot Counter:

At Toastmasters #147, the Timer also acts as Ballot Counter. After each meeting section [i.e., Table Topics, Debates, Speeches, Evaluations], members and guests vote for “best” in each category and pass the ballots to the Timer. Only those participants in each meeting section who stayed within the allotted time frame are eligible to be candidates for “best.” The top portion of the ballot gives members an opportunity to provide a “comment” to anyone who had a role during the meeting.