



Getting' Toasty #147 - Toastmasters Timer Guide, Instructions and Script

Greetings Mr. / Madam Toastmaster, Fellow Toastmasters, and Guests.

As Timer, I will time the Table Topics Speakers, Prepared Speeches, the Individual Evaluators, Debate Panelists, and Interview Participants.

As in any kind of speaking, you usually have an allotted time frame in which you must speak. This is practice for staying in a given time allotment.

Throughout the evening, I will alert each speaker of the time they have left, using the green, yellow, and red lights, which indicate where you are in your time allotment.

After each section in which we vote, I will also report on whether the speakers were within their appropriate times. If they are, then they qualify to be voted as your favorite speaker for that segment. If you are under the minimum time or over the maximum time, you are not eligible to be voted for.

Now for the time allotments:

Table Topics

Table Topics Speakers should limit their remarks to no more than 2 minutes. [NOTE: TM#147 often has too many people to allow for 2 minutes each, so we often use the settings of 45 secs – green. 1 min – Yellow. 1:15 red. With a grace period of 15 seconds.)

- 1 minute, green (**OR :45 secs**)
- 1 minute, 30 seconds, yellow (**OR 1:00 MIN**)
- 2 minutes, red (**OR 1:15 MIN**)

Grace period – must meet minimum, 15 seconds over okay

Prepared Speeches

Those giving speeches should limit their remarks to their specific speech times,

Speeches: 4-6 minutes (icebreaker)

- 4 minutes, green
- 5 minutes, yellow
- 6 minutes, red

Speeches: 5-7 minute speeches

- 5 minutes, green
- 6 minutes, yellow
- 7 minutes, red

Grace period for speeches – 30 seconds under, 30 seconds over okay

Evaluations

The individual evaluations should be between 2-3 minutes.

- 2 minutes, green
- 2 minutes, 30 seconds, yellow
- 3 minutes, red

Grace period – 30 seconds under, 30 seconds over okay

FOR BALLOT COUNTING

For Table Topics, Prepared Speeches, Debates, and Evaluations, we have voting for your Favorite Speakers. And we give awards for some of them – Usually ribbons!

At the end of each of those sections, please use the BALLOT you have in front of you, tear off the appropriate portion of the slip and vote for your favorite speaker in that section, then pass them to me.

At the end of the evening, I will announce the winners!

[NOTE – don't announce this part: If there is a tie in the voting, DO NOT ANNOUNCE that there is a tie or that it's close. You (The ballot counter) simply cast the winning vote by choosing the winner.]

"Thank you Mr. / Madam Toastmaster."