WAIKIKI TOASTMASTERS

Timer's Script and Record Sheet

Good evening fellow toastmasters and guests!

My role as Timer is to monitor time during the prepared speeches, table topics, and evaluations.

For the prepared speeches, I will show the
green light at 5 minutes, yellow light at 6 minutes, and red light at 7 minutes.

If there is an Icebreaker speech, announce green light at 4 minutes, yellow at 5 minutes, and red at 6 minutes.

For table topics, I will show the
green light at 1 minute, yellow light at 1.5 minutes, and red light at 2 minutes.

For the evaluations, I will show the
green light at 2 minutes, yellow light at 2.5 minutes, and red light at 3 minutes.

At the end of the meeting, I will give my report.

	NAME	TIME
PREPARED SPEECHES (usually 5-7 minutes)	1.	
	2.	
	3.	

	NAME	TIME
TABLE TOPICS (1-2 minutes)	1.	
	2.	
	3.	

	NAME	TIME
EVALUATIONS (2-3 minutes)	1.	
	2.	
	3.	

	NAME	TIME
GENERAL EVALUATOR (2-3 minutes)		