WAIKIKI TOASTMASTERS

Script for Timer

Description: The Timer holds everyone to the time commitments on the agenda and keeps the meeting on time.
Actual script (words you would say aloud) are in *italics*.

Where you sit is important. Sit where you are facing towards the lectern (usually the back row) so that speakers will be able to see you.

Beginning of the Meeting

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] *For the **icebreaker speeches**, I will show the 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.

USE THE OTHER SIDE OF THIS PAGE AS A TRACKER

Speaker

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

Toastmasters gives all speakers 30 seconds after the red light to wrap up.

If someone is a minute or more over time:
Stand up and hold the timing light up to show the red light. The speaker is taking time away from other people and may not have noticed the timing light unless you call attention to it by standing.

If that doesn't work, the Club President should step in.

Giving your Report (aim for under 2 minutes)

- You can group people into people who were **way under timing**, **had great timing** (i.e. had 30 seconds remaining), **just under**, **just over** or **way over** (i.e. more than 30 seconds). People often only need the detail if they were either just under or just over.
- You can combine people in the report as well: "Bill, Dave and Steve, you each had great timing; John you were just under at 6:56, Jeff you were just over at 7:35; Bob and Tom, you both were way over time".
- It helps to do your report in three sections: speeches, table topics, evaluations.

If you want to work on your timing, volunteer for the Timer role.
When the email agenda comes out, the link by the Timer role will take you to some tips.