



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.

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)	_____	_____