

City Tattersalls Toastmasters – Timer

- The Timer has an important role in assisting the chairman in keeping the meeting to time.
- Accurate time keeping is an important attribute to a public speaker and it is therefore essential for us to discipline ourselves in the timing of all our assignments.
- Arrive early and familiarise yourself with the timing equipment, test the lights and stopwatch.
- Time each speaking assignment according to the time allotted on the agenda. Ask the Chairman, Table Topics Master or Toastmaster if there is any doubt.
- We also have a bell, which should be used if the presentation goes more than 30 seconds over time, i.e. 30 seconds after the red light.
- When presenting your report, note those who were over time, and note the overall length of the meeting. You may wish to liven up the report with some humour, e.g. a short quip or joke on time.

Assignment	Time ¹	Green Light	Amber Light	Red Light ²
Lexicol/Grammarians Intro	2 min	1 min 30 sec	1 min 45 sec	2 min
Table Topics	1 min	50 sec	55 sec	1 min
Table Topics Evaluation	3 min	2 min	2 min 30 sec	3 min
Toast	2 min	1 min 30 sec	1 min 45 sec	2 min
Speeches	If 5-7 min	5 min	6 min	7 min
Speech Evaluation	3 min	2 min	2 min 30 sec	3 min
Grammarians Report	2 min	1 min 30 sec	1 min 45 sec	2 min
Timer Report	2 min	1 min 30 sec	1 min 45 sec	2 min
General Eval (1 st & 2 nd half)	4 min	3 min	3 min 30 sec	4 min

	Name	Time		Name	Time
Lexicol/Gramm.			Toast		
Table Topic 1			Curr Affr, etc.		
Table Topic 2			Speech 1		
Table Topic 3			Speech 2		
Table Topic 4			Speech 3		
Table Topic 5			Speech 4		
Table Topic 6			Speech Eval 1		
Table Topic 7			Speech Eval 2		
Table Topic 8			Speech Eval 3		
Table Topic 9			Speech Eval 4		
Table Topic 10			Lexic/Gram Rpt		
TT Eval Odds					
TT Eval Evens			Timer Rept		
Gen Eval 1 st			Gen Eval 2 nd		

¹ Unless specified otherwise in the agenda.

² The red light stays on until the speaker has finished.