



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)	_____	_____