

Objective

To give speakers a visual indication to help them keep their speech within the required time limits and report which speakers successfully accomplish this.

Before the Meeting

- Make sure you have the timing lights (or colored cards), the stopwatch, and the timing sheet (for recording times). Make sure the stopwatch and lights are in working order. Make sure the lights will be readily visible to speakers standing at the lectern. If there is any problem, notify your Sergeant at Arms.
- Identify who will be giving prepared speeches and determine the timing requirements for the speech they are giving. This information is usually printed on the agenda, but, if not, can be gotten from the speech manual. Write all speakers, evaluators, and table topics speakers timing information on the timing sheet.

Note: Your agenda will work just fine as a timing sheet.

- Prepare and practice your speaking opportunities using the Sample Introduction and Sample Report as guides.

During the Meeting

- Introduce your role when called upon (30-45 seconds).
- Time each prepared speaker, table topics speaker, and evaluator using the lights/cards to cue the speaker as to how they are doing on time.
- Give a timing report, when asked, before each vote is taken using the Sample Report as a guide. Votes are taken after the prepared speeches, after the evaluations, and after table topics.
- Be BRIEF in your reports.

After the Meeting

- Put away materials.
- Give people their times when asked.

Sample Introduction

“Thank you, Madam Toastmaster. As your timer today, I will be operating a stop watch and this set of lights/cards to give our speakers a visual indication so they can work on keeping their speeches within the required time limits. When the speaker sees the **green light/card**, he knows he has qualified. The **yellow light/card** means that the speaker is halfway between qualifying and disqualifying. The **red light/card** tells the speaker that he is within 30 seconds of disqualifying and needs to move quickly into the conclusion of his speech. I will monitor the time of our prepared speeches, evaluations, and table topics speeches. I will report the results when requested. Madam Toastmaster.

Sample Report

“Thank you, Mr. Toastmaster or General Evaluator). All of table topics speakers qualified today.” Or “Mr Toastmaster, Bruce and Sally both qualified by time”.

Keys to Success

- Be prepared for your speaking opportunities. Use sample wording provided as a guideline, but don't read it word for word. This will ensure that your introduction and report are
 - concise so that the meeting stays on schedule and
 - clear so that our guests understand what is going on.
- Keep your reports brief (just say who qualified for voting).