

## The Timer

*[Called upon by the General Evaluator]*

As Timer, I will time the Table Topics Speakers, Formal Speeches leading to the Competent Communicator, and the Individual Evaluators. I will also alert each of them of the time they have left, using the green, yellow, and red flags, which denote specific times.

Towards the end of the meeting, I will report to the time when called upon.

Table Topics Speakers should limit their remarks to no more than 2 minutes.

- 1 minute, green
- 1 minute, 30 seconds, yellow
- 2 minutes, red

Those giving speeches should limit their remarks to their specific speech times, EXAMPLES:

Speeches: 4-6 minutes (icebreaker)

- 4 minutes, green
- 5 minutes, yellow
- 6 minutes, red

Speeches: 5-7 minute speeches

- 5 minutes, green
- 6 minutes, yellow
- 7 minutes, red

The individual evaluations should be between 2-3 minutes.

- 2 minutes, green
- 2 minutes, 30 seconds, yellow
- 3 minutes, red

## TIMER'S TIMING SHEET

TYPE OF SPEECH	Disqualify If time is Less Than	GREEN Light on At	YELLOW Light on At	RED Light on At	Disqualify If time is More Than
Table Topics	<b>1:00</b>	<b>1:00</b>	<b>1:30</b>	<b>2:00</b>	<b>2:30</b>
Evaluation	<b>1:30</b>	<b>2:00</b>	<b>2:30</b>	<b>3:00</b>	<b>3:30</b>
Prepared Speech	<b>3:30</b>	<b>4:00</b>	<b>5:00</b>	<b>6:00</b>	<b>6:30</b>

Sequence	Name	Time Used
Prepared Speaker 1		
Prepared Speaker 2		
Prepared Speaker 3		
Prepared Speaker 4		
Evaluator 1		
Evaluator 2		
Evaluator 3		
Evaluator 4		
Table Topic Speaker 1		
Table Topic Speaker 2		
Table Topic Speaker 3		
Table Topic Speaker 4		
Table Topic Speaker 5		
Table Topic Speaker 6		