

## Timer

**Timing discipline is important when speaking, and so meetings run to time. The Timer supports this.**

- On the day of the meeting, arrive a bit early and:
  - Obtain a copy of the finalised Agenda and observe the timings of each slot.
  - If not already done, obtain the Lights box and Stopwatch from the Sergeant-at-Arms, and put them on a table at the front of the room, where speakers can see with a clear line of sight.  
Copy the relevant Agenda timings to the table below.
- You may be called on by the Toastmaster as part of the meeting introduction to explain your role, so before the meeting begins put some thought into how you might describe your responsibilities and how you will be helping the speakers. If needed, ask more experienced speakers for advice on your explanation before the meeting begins.
- Your timing of each speaker starts from the moment he/she starts talking. Then cycle through the lights box switches as follows:
  - Green: When the speaker has reached the minimum time of his/her speech. (e.g. 5 mins)
  - Yellow: At the mid point of the allotted time. (e.g. 6 mins)
  - Red: Once the speaker has reached their time limit. (e.g. 7 mins)  
Ring the bell: If the speaker then speaks for more than 30 seconds on a Red light.
- You may be called on by the Toastmaster as part of the meeting introduction to explain your role, so before the meeting begins put some thought into how you might describe your responsibilities and how you will be helping the speakers. If needed, ask more experienced speakers for advice on your explanation before the meeting begins.
- As the meeting progresses through various agenda items, record times for each member and guest, using the table below.
- At the end of each section you will be asked to confirm if all speakers were in time, and who was not.

Role	Name	Time allotted	Green	Amber	Red	Final time	Dis-qualified
<b>Sargent at Arms</b>			___ mins	___ mins	___ mins		
<b>Toastmaster</b>			___ mins	___ mins	___ mins		
<b>Speaker 1</b>			___ mins	___ mins	___ mins		
<b>Speaker 2</b>			___ mins	___ mins	___ mins		
<b>Speaker 3</b>			___ mins	___ mins	___ mins		
<b>Speaker 4</b>			___ mins	___ mins	___ mins		
<b>Table topics Master</b>			___ mins	___ mins	___ mins		
<b>Evaluator 1</b>			___ mins	___ mins	___ mins		
<b>Evaluator 2</b>			___ mins	___ mins	___ mins		
<b>Evaluator 3</b>			___ mins	___ mins	___ mins		
<b>Evaluator 4</b>			___ mins	___ mins	___ mins		
<b>Table topics 1</b>			___ mins	___ mins	___ mins		
<b>Table topics 2</b>			___ mins	___ mins	___ mins		
<b>Table topics 3</b>			___ mins	___ mins	___ mins		
<b>Table topics 4</b>			___ mins	___ mins	___ mins		
<b>Table topics 5</b>			___ mins	___ mins	___ mins		
<b>Grammarian</b>			___ mins	___ mins	___ mins		
<b>General Evaluator</b>			___ mins	___ mins	___ mins		
<b>President</b>			___ mins	___ mins	___ mins		