



Timer Form

Armstrong Toastmasters Club 2645

This form is a general guide. Please refer to the weekly agenda for adjusted timing to accommodate the presentations at each meeting.

Meeting Started: _____

Table Topics			
#1		Time:	
#2		Time:	
#3		Time:	
#4		Time:	
#5		Time:	
#6		Time:	
#7		Time:	
#8		Time:	

One Ding @	1:30
Two Dings @	2:00
Clap Down @	2:10

Amber light to signal Table Topics Master that there is time for one more question.

Mini Educational	Green @ :50	Amber @ :55	Red @ :60
Name:		Time:	

Table Topics Evaluator	Green @ 3:00	Amber @ 4:00	Red @ 5:00
Name:		Time:	

Business or Educational	Green @ 15:00*	Amber @ 18:00*	Red @ 20:00*
Name:		Time:	

The presenter may request that you show different times for the green and amber lights

~ BREAK ~

Maximum 10 minutes. If at the break the Chairperson does not watch the time, remind him/her that break is over.

Chairperson calls the meeting back to order.

Speeches (usually 5-7minutes)									
#1		Time:		Green @		Amber @		Red @	
#2		Time:		Green @		Amber @		Red @	
#3		Time:		Green @		Amber @		Red @	

Speech Evaluators									
#1		Time:		Green @	2:00	Amber @	2:30	Red @	3:00
#2		Time:							
#3		Time:							

General Evaluator	Green @ 5:00	Amber @ 6:00	Red @ 7:00
Name:		Time:	