Victoria Toastmasters Timer Guide, Instructions and Script

Your Competent Communicator manual has instructions, but you can also use this Timer Guide to help you through the timer role.

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, Fellow Toastmasters, and Guests. 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.

Table Topics
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

Prepared Speeches
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*

Evaluations

The individual evaluations should be between 2-3 minutes.
- 2 minutes, green
- 2 minutes, 30 seconds, yellow
- 3 minutes, red

Thank you Mr./Madam Toastmaster."

Timer Guide and Script   **Meeting Date:_____**

Table Topics

Name	Time	Qualified (Y/N)

Prepared Speeches

Name	Speech Time Requirement	Actual Time	Qualified (Y/N)

Evaluation

Name	Actual Time	Qualified (Y/N)