

Timer Sheet

Introduction Script: “As the timer, I am responsible for keeping the meeting on time. I will time each portion of the meeting and show the green when the speaker has met the minimum speaking time, the yellow when they should begin to wrap up, and the red when they’ve reached their allotted speaking time. There is a 30-second grace period on the head and tail end of the speeches and evaluations and a 30-second grace period on the tail end of tabletopics speeches.” ***Please verify the timing request with the speaker.**

Speech type*	Green	Yellow	Red	Grace
Tabletopics (Regular)	0:45	1:00	1:15	+0:15
Tabletopics (Speech Contest)	1:00	1:30	2:00	+0:30
Icebreaker Speech	4:00	5:00	6:00	+/-0:30
Regular Speech	5:00	6:00	7:00	+/-0:30
Evaluator/Functionary Report	2:00	2:30	3:00	+/-0:30

Date:			Date:		
Type	Name	Time	Type	Name	Time
Tabletopic #1			Tabletopic #1		
Tabletopic #2			Tabletopic #2		
Tabletopic #3			Tabletopic #3		
Tabletopic #4			Tabletopic #4		
Speaker #1			Speaker #1		
Speaker #2			Speaker #2		
Speaker #3			Speaker #3		
Speaker #4			Speaker #4		
Evaluator #1			Evaluator #1		
Evaluator #2			Evaluator #2		
Evaluator #3			Evaluator #3		
Evaluator #4			Evaluator #4		
Ah Counter			Ah Counter		
Grammarian			Grammarian		
Timer			Timer		