Timer's Report

One of the purposes of Toastmasters is to teach members to express thoughts within a specific time interval. The Timer is responsible for monitoring time and emphasizing the importance of time to the group. Each segment of the meeting is timed, and each speech is timed. The Timer operates the timing device, and communicates to the speaker with cards (or lights) how long they have been speaking.

	Speech	Table Topics	Evaluation
Green Indicator	After 5 min	After 1 min	After 2 min
Yellow Indicator	After 6 min	After 1 1/2 min	After 2 1/2 min
Solid Red Indicator	After 7 min	After 2 min	After 3 min
Stop Sign Indicator	After 7 1/2 min	After 2 1/2 min	After 3 1/2 min

	Participant Name	**Speech** 5-7 Min (typ) +/- 30 sec	**Table Topics** 1-2 Min +/- 30 sec	**Evaluation** 2-3 Min +/- 30 sec
		Actual Time	Actual Time	Actual Time
1				
2				
3				
4				
5				
6				
7				
8				
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