

Guide to the Timer Role

Important note: You begin timing members after you have stated your role as Timer, making sure that you stay within the timeframe, too. First, you will time the Supporting Roles introductions (30 secs - 1 min). This will also include timing the Humorist/Inspirationalist role introduction in addition to their Humorist/Inspirationalist speech (1-2 min). Second, you will time the Presenters (4-6 mins for ice breakers or 5-7 mins for regular presentations). Third, you will time the Table Topics Participants (1-2 mins). Fourth, you will time the Evaluators (2-3 mins). Following the evaluations, you will give your Timer's Report making sure to crown the Leader of Time Management. After you do so, the Toastmaster will continue to call for reports from the other supporting roles (30 secs - 1 min), and make sure you time those, too, including the General Evaluator (2-3 min). After the General Evaluator gives their report, you no longer have to keep timing folks!

= This check box next to each speaker is to be checked *if* the speaker was close to the Yellow time frame. This way, it'll be easier for you to indicate who will be crowned as Leader of Time Management.

OPENING 8:00 PM

MEETING ROLES 8:03 PM

The following time slots apply to the introductions of each role.

→ 0:30 seconds **GREEN**

→ 0:45 seconds **YELLOW**

→ 1:00 minute **RED**

Timer (Your role explanation!) □

- ★ Brief summary (incorporate theme/word of the day)
- ★ Show 3 colored virtual backgrounds
- ★ Explain...
 - Table Topics times
 - 30 second grace period
 - Leader of Time Management

Grammarian/Ah-Counter □

NAME: _____

Body Language Monitor □

NAME: _____

Quizmaster □

NAME: _____

General Evaluator □

NAME: _____

Table Topicsmaster □

NAME: _____

The following time slots apply to the Humorist/Inspirationalist speech.

→ 1:00 minute **GREEN**

→ 1:30 minutes **YELLOW**

→ 2:00 minutes **RED**

Humorist/Inspirationist (speech) □

NAME: _____

PREPARED PRESENTATIONS 8:12 PM

The following time slots apply to the Presenter's speech.

Normal Presentations:

→ 5:00 minutes **GREEN**

→ 6:00 minutes **YELLOW**

→ 7:00 minutes **RED**

Icebreaker Presentations:

→ 4:00 minutes **GREEN**

→ 5:00 minutes **YELLOW**

→ 6:00 minutes **RED**

Presenter 1

NAME: _____

TIME ____:____

Presenter 2

NAME: _____

TIME ____:____

TABLE TOPICS 8:27 PM

The following time slots apply to each of the table topic participants.

→ 1:00 minute **GREEN**

→ 1:30 minutes **YELLOW**

→ 2:00 minutes **RED**

Table Topics Participant 1

NAME: _____

TIME ____:____

Table Topics Participant 2

NAME: _____

TIME ____:____

Table Topics Participant 3

NAME: _____

TIME ____:____

Table Topics Participant 4

NAME: _____

TIME ____:____

Table Topics Participant 5

NAME: _____

TIME ____:____

Table Topics Participant 6

NAME: _____

TIME ____:____

EVALUATIONS 8:42 PM

The following time slots apply to each of the evaluations.

→ 2:00 minutes **GREEN**

→ 2:30 minutes **YELLOW**

→ 3:00 minutes **RED**

Evaluator 1 ☐

NAME: _____

TIME ____:____

Evaluator 2 ☐

NAME: _____

TIME ____:____

REPORTS 8:49 PM

The following time slots apply to the reports of each role.

→ 0:30 seconds **GREEN**

→ 0:45 seconds **YELLOW**

→ 1:00 minute **RED**

Timer (Your role report)!

- ★ State any highlights (incorporate theme/word of the day)
- ★ Report the times for...
 - Presentations
 - Table Topics
 - Evaluations
- ★ Crown the Leader of Time Management. The award goes to...
 - Name: _____

Grammarian/Ah-Counter

Body Language Monitor

Quizmaster

General Evaluator

CLOSING & END 8:55-8:59 PM