

TIME KEEPER

Complete the Time Keeper's Report for the meeting

- Record start and end time of meeting
- Enter requested time and name of speaker for each planned speech
- Enter actual time of each planned speech
- Record names of the evaluators for each planned speech
- If ribbons awarded for best speaker and best evaluator, record winners
 - Speakers qualify by speaking +/- 30 seconds of their requested time
 - Evaluators qualify by speaking no longer than 5 min 30 sec
- Record the name of each table topic speaker and the elapsed time of the speech
- If ribbons awarded for best table topics speaker, record winner
 - Qualify by speaking between 1 min - 2 min 30 sec
- Record name of joke master, if applicable, and elapsed time of joke

Use the lights to alert speakers of the time elapsed

- Planned Speakers
 - Green Light when elapsed time is 2 min before requested time
 - Yellow Light when elapsed time is 1 min before requested time
 - Red Light when elapsed time is equal to requested time
- Evaluators
 - Red Light when elapsed time is equal to 5 min
- Table Topics
 - Green Light when elapsed time is equal to 1 min
 - Yellow Light when elapsed time is equal to 1.5 min
 - Red Light when elapsed time is equal to 2 min
- Joke Master
 - Green Light when elapsed time is equal to 1 min
 - Yellow Light when elapsed time is equal to 1.5 min
 - Red Light when elapsed time is equal to 2 min

Speaking in the role of Time Keeper

- General Evaluator will ask you to explain your role at the beginning of the meeting – explain time limits and use of lights
- Evaluators will ask for the Time Keeper's report on the speaker they are evaluating – tell speaker's requested time and actual time
- Either the Table Topics Master or the Toastmaster will ask for those who qualified to be voted on for best Table Topics – announce the names of those who spoke between 1 min – 2.5 min
- If voting on best speaker or best evaluator, when asked, announce the names of those qualifying for each category
- General Evaluator may ask for Time Keeper's report during the close of the meeting – announce meeting start time and estimated end time