

TIMER'S REPORT - Meeting Date: _____

**CHECK THE AGENDA for any changes of speakers and evaluators.
CONFIRM with each speaker the timing requirements of their speeches.**

Responsibilities: To record the speaking times for all Table Topic, Assigned Speakers and Evaluators. Give your reports throughout the meeting, when requested to do so.

TABLE TOPICS - From 1 to 2 Minutes - Minimum 45 seconds - Max 2 ½ Min

Timing Lights: **GREEN - 1 Minute** **YELLOW - 1 ½ Minutes** **RED - 2 Minutes**

NAME	TOPIC	TIME

PREPARED SPEECHES - Speakers may speak 30 seconds more or 30 seconds less than their required time. If they speak outside of that range, they do not qualify for voting.

NAME	Req'd Time	Actual Time

EVALUATORS - From 2 to 3 Minutes (plus or minus 30 seconds to qualify)

Timing Lights: **GREEN - 2 Minute** **YELLOW - 2 ½ Minutes** **RED - 3 Minutes**

NAME	Req'd Time	Actual Time