



Timer

Intro Script

“My job is to keep the meeting running smoothly in a timely manner. Part of sharp communication skills is the ability to get one's message across succinctly. We use a traffic signal type light to show you where you are in time: green means you have spoken for the minimum time; yellow, the optimum time, and red means you must wrap it up. If you speak for more than your maximum time, you may hear the bell, which means stop and sit down. Maximum times vary depending on position or speech. We do not ring the bell for guests or speakers. You must talk within the appropriate time to qualify for an award.”

Before the Meeting

- Review the agenda in Easy Speak for speech times. Typical speeches are 5-7 minutes, Ice Breakers are 4-6 minutes, and there are other speeches that are of varying lengths.
- Collect role supplies (see below).

Role Supplies

- Stoplight
- Bell
- Timer record sheet
- Pen

During the Meeting

- Time every role from the beginning of the meeting. Your role is critical in supporting the Toastmaster in keeping the meeting on time.
 - Provide your role introduction when called upon. You may use the script above or adjust it to fit the meeting.
 - Time each event per the chart below. Turn the Stoplight dial to green/yellow/red as needed. *Make sure to turn the dial back to “OFF” after each event ends.*
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- Ring the bell if the event goes past the grace period. *Do not ring the bell for guests, speakers or functionaries, only for Table Topics and evaluators.
- Record the times on the record sheet and be prepared to report when asked as to whether the speakers qualify (ie. they have remained within time, including the grace period).

There may be adjustments to the times depending on the meeting agenda, so please check the agenda and ask the Toastmaster if you have any questions.

Event	Grace Period	GREEN (Minimum)	YELLOW (Optimal)	RED (Maximum)	Grace Period
Typical Speech	-0:30	5:00	6:00	7:00	+0:30
Ice Breaker Speech	-0:30	4:00	5:00	6:00	+0:30
Other speeches	-0:30	Varies	Varies	Varies	+0:30
Table Topics		0:45	1:00	1:15	+0:05
Evaluations		2:00	2:30	3:00	+0:30
Functionaries		varies by role - use agenda timing	varies by role - use agenda timing	varies by role - use agenda timing	
Feedback Forms				1:00	
Break				10:00 or designated by TM	

Tips

- Make sure the speakers can see the Spotlight.