

CONQUERORS GUIDE TO SERVING AS TIMER

Before the Meeting:

1. Read this guide.
2. Confirm your attendance at meeting when you receive email/phone call from General Evaluator

Monday During the Day Before Leaving For the Meeting:

1. Make sure you take paper and pen with you to the meeting

Monday Just Before the Meeting:

1. Arrive By 6:20 so General Evaluator Knows He or She Does Not Need to Cover for Timer Slot
2. Get times from the speakers for their speeches
3. Test the timing lights to make sure that the green, yellow, and red lights all work
4. Test the stopwatch to make sure it works and you know how to quickly start, stop, and reset the watch
5. Make sure you know who the other functionaries are: if you are called upon for a table topic you will have to give the stopwatch to one of them to time you
6. Either using a pre-provided form, or using your own paper, make a form something like that below, drawing columns between the headings.
 - a. "Splits", for speeches, means when the lights come on: for example, "5/6/7," "6/7/8," "8/9/10." It will always be 1 minute intervals, except for rare longer speeches where the manual maximum time period is more than two minutes more than the minimum time period (e.g., manual says "15 to 20 minutes.") Most common split is 5/6/7, next most common is 6/7/8, next most common is 8/9/10. Where a manual provides a greater than two minute interval for a speech, use the minimum time as the green light split; the maximum time as the red light split; and halfway between the two as the yellow light split (e.g., if the manual says "15 to 20 minutes," 15/17½/20 splits).
 1. Note: no splits are needed for table topics or evaluations because they do not vary.
 - b. If using a preprinted form that does not have "splits" as a column, write to left or right of form for each row. If the form does not have the "qualified y/n" column, indicate qualified with a check mark by the time, disqualified by circling the time.

Speaker Name	Time Requested	Splits	Actual Time	Qualified Y/N?
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- 1.
- 2.

(add as necessary)

Evaluator Name	Actual Time	Qualified Y/N?
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- 1.
- 2.

(add as necessary)

Table Topics Name	Topic	Actual Time	Qualified Y/N?
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- 1.
- 2.

(add as necessary)

When introduced by the Toastmaster:

1. Using your pre-calculated "splits," explain your duties something like this:

My purpose as timer is to ensure the brevity of the participants. The speakers have provided me with their times. All speeches are 5 to 7 minutes except for [give any exceptions and their time spans, e.g., 6 to 8, 10 to 12, 15 to 20].

For 5 to 7 minute speeches, the speaker must speak at least 4 minutes and 30 seconds to qualify. The green light will come on at 5 minutes; the yellow light at 6 minutes; and the red light at 7 minutes. After the red light comes on, the speaker must wind up within thirty seconds, or be disqualified from the best speech competition.

[USE ONLY IF THERE ARE SPEECHES OTHER THAN FIVE TO SEVEN—best to write the times down in advance rather than try to calculate on the fly]:

[Speaker Name] will be speaking for [give time span]. [Speaker Name] must speak at least [minimum time span minus 30 seconds] to qualify. The green light will come on at [minimum time span]; the yellow light at [midpoint between minimum and maximum time span]; and the red light at [maximum time span]. As usual, the speaker will have 30 seconds to wind up after the red light comes on, or the speaker will be disqualified.

[Repeat as necessary if more than one speech is not five to seven minutes]

Table Topics are 1 minute. The green light will come on at 30 seconds, which is the minimum speaking time to qualify. The yellow light will come on at 45 seconds, and the red light at 1 minute. The speaker then has 15 seconds to finish or the speaker is disqualified from the best table topics competition.

Evaluations are three minutes. The evaluator must speak at least 1 minute 30 seconds to qualify. The green light will come on at 2 minutes. The yellow light will come on at 2 minutes 30 seconds, and the red light at 3 minutes. After the red light comes on, the evaluator then has 30 seconds to finish, or the evaluator is disqualified from the best evaluation competition.

Back to you, Mister/Madame Toastmaster.

For Each Speaker:

1. As the speaker is being introduced, check your splits for the various lights.
1. Start the stopwatch when the speaker begins.
 - A. Generally, this is the first vocal utterance of the speaker, but may be a statement of someone else if the speaker has audience assistance, or may be a non-vocal gesture or act if the speaker begins with that. [This does not mean just pausing before beginning; but it would include a pantomime, a dance, or some other gesture clearly intended to communicate with the audience.]
2. turn on the green light at 2 minutes before maximum time [or other appropriate time for a longer speech, your pre-calculated splits will tell you this].
3. at 1 minute before, turn on the yellow light and turn off the green light [or other appropriate time for a longer speech, your pre-calculated splits will tell you this.]
4. At the maximum time, turn on the red light and turn off the yellow light. The red light stays on until the speaker concludes.
5. When the speaker concludes [note: the handshake with the Toastmaster is not part of the speech, cut time off at last sound or gesture]:
 - a. First, immediately stop the stopwatch.
 - b. Second, immediately turn off the red light.
 - c. Third, write the time down.
 - d. Fourth, put "Yes" or "No" for whether speaker qualifies.

For Table Topics:

1. Start stopwatch when person begins speaking or gesturing to audience.
2. turn on green light at 30 seconds.
3. at 45 seconds, turn on yellow light, and turn off green light
4. at 1 minute, turn on red light, and turn off yellow light
5. Red light stays on until speaker concludes
6. Once speaker concludes:
 - a. First, immediately stop stopwatch.
 - b. Second, immediately turn off red light
 - c. Third, write down the time
 - d. Fourth, write down the speaker's topic
 - e. Fifth, write "yes" or "no" for whether speaker qualified

For Evaluations:

1. start stopwatch when person begins speaking or gesturing to audience
2. turn on green light at 2 minutes
3. at 2 minutes 30 seconds, turn on yellow light, and turn off green light
4. at 3 minutes, turn on red light, and turn off yellow light
5. Red light stays on until evaluator concludes
6. Once evaluator concludes [as with speaker, the handshake with the General Evaluator is not part of the timed evaluation, cut time off at the last sound or gesture]:
 - a. First, immediately stop stopwatch.
 - b. Second, immediately turn off red light
 - c. Third, write down the time
 - d. Fourth, write "yes" or "no" for whether evaluator qualified

Timer Reports:**For Speakers [immediately after last speech concludes]:**

[Speaker Name's] speech was ____ to ____ minutes. He/She spoke for _____ minutes _____ seconds. He/she did/did not qualify.

[Repeat for each speaker, then:]

All speakers qualified or Speakers [list those who qualified] qualified. [Speaker(s) name(s)] did not qualify.

Back to you, Mister/Madame Toastmaster.

For Table Topics [immediately after last table topic concludes]:

[Speaker's Name] spoke on [topic] for ____ minute ____ seconds.

[Repeat for each table topic participant, then:]

All table topics participants qualified or All table topics participants qualified except [list names].

Back to you, Mister/Madame Table Topics Master.

For Evaluations [immediately after last evaluation concludes]:

[Evaluator name] spoke for ____ minutes ____ seconds.

[Repeat for each evaluator, then:]

All of the evaluators qualified or Evaluators [list names] qualified. Evaluator(s) [list name(s)] did not qualify.

Back to you, Mister/Madame General Evaluator.

AND YOU ARE DONE!

If you make a mistake and don't turn on a light in time-once you realize it, turn on the appropriate light, then give the speaker the full time he or she would have had from the turning on of that light. Don't reduce the time intervals between lights, that's not fair to the speaker.