



SAFRA TOASTMASTERS CLUB

CHECKLIST FOR TIMER DUTIES

Before the Meeting

- ❖ Check that the timing device is working and ensure that you know how to use it.
- ❖ Collect a copy of the Timer's report from Sergeant-At-Arms on duty.
- ❖ Be familiar with the timing sequence for each speaker and appointment holder.
- ❖ Sit where the timing device could be easily seen by all.
- ❖ Display the signals when either the Table Topics Master or the Toastmaster of the Day announces the timing procedure.

Appointment	Green	Amber	Red	Buzzer
Opening address	3	4	5	Na
Table Topics	1	1.30	2	2.30
Prepared Speech P1	4	5	6	6.30
Prepared Speech P2-P9	5	6	7	7.30
Prepared Speech P10	8	9	10	10.30
Prepared Speech Evaluation	2	2.30	3	3.30
Language Evaluation	8	9	10	Na
General Evaluation	8	9	10	Na

- ❖ When called upon to deliver your report, stand up at where you are seated to deliver your report. You will be called upon 3 times during the meeting:
- ❖ Timings for Table Topics session; your report should include the total number of Table Topic Speakers and the names of speakers who exceeded the time limit or spoke less than required.

During the Meeting

- ❖ Timings for Manual Speeches; your report should include the name of each speaker and the exact time taken for each speech.
- ❖ Timings for Speech Evaluations; your report should include the name of each Evaluator and the exact time taken for each evaluation.

After the Meeting

- ❖ Return timing device(s) to Sergeant-at-Arms
- ❖ Give completed timer's report to Secretary for record keeping purposes.