

You're on schedule as timer for Thursday. That means you've got three timing duties:

#### 1/ Table Topics (TT)

Explain the timing for the table topics:

green light at 1:00

amber light at 1:30 (and turn off the green light, etc.)

red light at 2:00

buzzer at 2:15 and we all clap the speaker down, following YOUR lead.

Once that's done, return control to the TTMaster.

When asked for the times, state each speaker's name and their time, and return control to the TTEvaluator.

#### 2/ Prepared Speeches

Times vary, so it's best to get each speaker's nominal time beforehand (i.e. during the recess or earlier). In theory, the Toastmaster is supposed to announce each speaker's requested time as he/she introduces each speaker, but I've seen that omitted as an oversight and then that leaves the timer on the spot! 'Better to be prepared.

Explain the timing for the speeches:

green light at 2:00 to go

amber light at 1:00 to go

red light at the nominal time

and we DO NOT buzz or clap the speaker down.

Once that's done, return the control to the Toastmaster.

After the speeches, the General Evaluator will ask you for the times. Give each speaker's requested time and their actual time, then return control back to the GE.

#### 3/ Timing the Speech Evaluators

This can vary, so talk to the General Evaluator beforehand:

green light at 2:00

amber light at 2:30

red light at 3:00

That's all. Some people spice it up a bit, as I'm sure you've noticed, but the important thing is to get the explanations right and accurate times (within a second or two).