

TABLE TOPICS SESSION

At the request of the Table Topics Master explain how the speeches will be timed as you demonstrate the use of the timing lights and buzzer.

1 minute	1:30	2:00	2:15
Green	Amber	Red	Buzzer and clap the speaker down

SPEAKER	TIME
1.	
2.	
3.	
4.	

At the request of the Table Topics Evaluator report the topic and time taken by each table topics speaker.

PREPARED SPEECHES SESSION

Get the speakers' names, speech titles, and their requested times before the second half of the meeting. At the request of the Toastmaster explain and demonstrate the timing for the prepared speakers.

2 minutes before their requested time	1 minute before their requested time	At their requested time
Green	Amber	Red (No buzzer)

SPEAKER 1	REQUESTED TIME:
TITLE	FINAL TIME:
SPEAKER 2	REQUESTED TIME:
TITLE	FINAL TIME:
SPEAKER 3	REQUESTED TIME:
TITLE	FINAL TIME:
SPEAKER 4	REQUESTED TIME:
TITLE	FINAL TIME:

At the request of the General Evaluator deliver a report that includes the prepared speakers names, their speech titles, their requested times, and the actual times of the speakers' presentations.

EVALUATIONS: Parliamentarian, Speech Evaluators, Grammarian and Ah-counter

Without any request from the General Evaluator, time these evaluators. No report.

2 minutes	2:30	3:00	3:30
Green	Amber	Red	Buzzer – do not clap down