



## The Survival Guide of Timer

Thank you very much for being the Timer of the meeting. **As the Timer, you are responsible for keeping track of the time and helping the Toastmaster of the meeting to run the program within the allowed time.**

Please **NOTE**:

- Every segment of the meeting should be timed, from Club Opening to Closing Remarks, including General Evaluation. (Don't forget to time after Timer's Report!)
- Please time according to the allotted time of each speaker and evaluator, but also pay attention to the start and end time according to the agenda. For example, if the Table Topics Master started the Table Topics session 2 minutes later than the scheduled starting time, you should still give a signal to the Table Topics Master when the schedule end time has reached.
- Throughout the meeting, if you notice that the meeting is significantly behind schedule (e.g. more than 5 minutes), please give a signal to the Toastmaster.

### What Do You Need to Do Prior to the Meeting?

- Upon arrival to the meeting, get the timing signal cards from the Sergeant At Arms. Be sure you understand the timing rules and when to flag which cards.
- Find a seat that can be easily seen from the stage. Ideally, please sit near the middle front of the room.

### What Do You Need to Do During the Meeting?

- The Toastmaster of the meeting will ask you to explain the timing rule at the start of each section of the meeting (ie. Table Topics, Prepared Speeches, Evaluations). When called, you should stand up from your seat and turn to the audience with the signal cards, and explain the timing rules of that section within 30 seconds. For the first section, please also introduce your role as the Timer to the audience briefly. Please make sure that the signal cards are demonstrated and seen by the audience clearly and precisely. Remember, you will be called by the Toastmaster before each session starts, so you would only need to explain the timing rules for that particular section in each time.
- Give each role taker the appropriate time card following the timing rules in the table



below. Please keep the cards raised until you change to the next card or lead the applause.

- In addition to Speakers and Evaluators, signal the other role takers (eg. Toastmaster, and Topics Master) with yellow card when they have 1 minute left and red card when they have reached their allotted time.
- Timing should start when the speaker or evaluator speaks the first word, or makes the first non-verbal gesture as part of the speech or evaluation.
- Please also record the participants' time used in minutes and seconds using the second page of this document.
- When called to report by the Toastmaster at the Timer's Report session, get onto the stage and present your time report. Usually you will have 2 minutes, unless you are given a different instruction from the Toastmaster of the meeting. You are encouraged to be creative in presenting the Timer's Report in your own interesting way.

### Time Rules

	<i>Prepared Speech</i>	<i>Table Topics Speech</i>	<i>Evaluation &amp; Facilitation</i>	<i>Other Role Takers</i>
<i>Allotted Time</i>	Project 1: 4-6 minutes Other Projects: 5-7 minutes	2 minutes	Table Topics Evaluator: (see agenda) Speech Evaluator: 3 minutes General Evaluator Ah Counter Grammarians	President (see agenda) Toastmaster Table Topics Master
<b>Green</b>	2 minutes left	1 minute left	1 minute left	N/A
<b>Yellow</b>	1 minute left	30 seconds left	30 seconds left	1 minute left
<b>Red</b>	Your allotted time is up, but you have additional 30 seconds to wrap up.			
<i>Applause</i>	Additional 30 seconds are finished. You should return the stage.			

### Tips for Role Introduction

In your 30 seconds of role instruction at the beginning of the meeting and before start of the first section, please try to include the following messages clearly and precisely:

- Your role and responsibility as the Timer (e.g. to give time signals to speakers, evaluators and facilitators, so that they can manage their time according to the meeting schedule)
- Explain the time rules of different roles and show the signal cards (e.g. green card



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means 2 minutes left for Prepared Speech Speakers and 1 minute left for Evaluators and Table Topic Speakers etc.)

- Advices to role takers on what the time signals mean to them (e.g. green card means you have met the minimum time requirement; yellow card means you should start the conclusion if you have not already started etc.)



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## Timer's Reports

Date:

Role	Participant Name	Time Requirement	Actual Time Used
President Opening		See Agenda	
1 <sup>st</sup> Table Topics Speaker		2 Minutes	
2 <sup>nd</sup> Table Topics Speaker		2 Minutes	
3 <sup>rd</sup> Table Topics Speaker		2 Minutes	
4 <sup>th</sup> Table Topics Speaker		2 Minutes	
5 <sup>th</sup> Table Topics Speaker		2 Minutes	
6 <sup>th</sup> Table Topics Speaker		2 Minutes	
1 <sup>st</sup> Prepared Speaker		See Agenda	
2 <sup>nd</sup> Prepared Speaker		See Agenda	
3 <sup>rd</sup> Prepared Speaker		See Agenda	
1 <sup>st</sup> TT Evaluator		See Agenda	
2 <sup>nd</sup> TT Evaluator		See Agenda	
1 <sup>st</sup> Speech Evaluator		3 Minutes	
2 <sup>nd</sup> Speech Evaluator		3 Minutes	
3 <sup>rd</sup> Speech Evaluator		3 Minutes	
Ah Counter		See Agenda	
Grammarian		See Agenda	
General Evaluator		See Agenda	
President Closing		See Agenda	



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