



# TIMER'S REPORT

"As the Timer, it is my duty to time and record the individual parts of the meeting. At the minimum time requirement, I will display the GREEN light. At the midway point I will display the YELLOW light. At the maximum time requirement, I will display the RED light. For example, for a speech 5-7 minutes in duration, the lights will be as follows: At five minutes, I will display the GREEN light, six minutes, YELLOW light, and seven minutes, the RED light. Table Topics are 1 – 2 minutes and Evaluations are 2 – 3 minutes. At the end of the meeting, I will give my report to the General Evaluator.

## Prepared Speeches

Speaker	Title	Proposed Time	Actual Time

## Table Topics

Green At 1:00 minute		Yellow At 1:30 minute		Red At 2:00 minute	
Speaker	Time	Speaker	Time	Speaker	Time

## Evaluations

Green At 2:00 minute	Yellow At 2:30 minute		Red At 3:00 minute	
Evaluator	of Speech (Speaker)		Time	

# Manual Timing Guidelines

Type of Speech	Duration	GREEN	YELLOW	RED
Table Topics	1 -2 minutes	1:00	1:30	2:00
Evaluation & Advanced Manual/Speech	2 -3 minutes	2:00	2:30	3:00
Advanced Manual/Speech	2 -5 minutes	2:00	3:30	5:00
Advanced Manual/Speech	3 -4 minutes	3:00	3:30	4:00
Advanced Manual/Speech	3 -5 minutes	3:00	4:00	5:00
Icebreaker	4 -6 minutes	4:00	5:00	6:00
CC #2 -9 & Advanced Manual/Speech	5 -7 minutes	5:00	6:00	7:00
Advanced Manual/Speech	6 -8 minutes	6:00	7:00	8:00
Advanced Manual/Speech	7 -9 minutes	7:00	8:00	9:00
CC #10 & Advanced Manual/Speech	8 -10 minutes	8:00	9:00	10:00
Advanced Manual/Speech	10 -12 minutes	10:00	11:00	12:00
Advanced Manual/Speech	10 -14 minutes	10:00	12:00	14:00
Advanced Manual/Speech	12 -15 minutes	12:00	13:30	15:00
Advanced Manual/Speech	13 -15 minutes	13:00	14:00	15:00
Advanced Manual/Speech	15 -20 minutes	15:00	17:30	20:00
Advanced Manual/Speech	20 -25 minutes	20:00	22:30	25:00
Advanced Manual/Speech	20 -30 minutes	20:00	25:00	30:00
Advanced Manual/Speech	20 -40 minutes	20:00	30:00	40:00
Advanced Manual/Speech	30 -40 minutes	30:00	35:00	40:00

CC = Competent Communicator (formerly known as the Communication and Leadership Manual)

**All CC and Advanced manual speech times are to be a range (Example 5 - 7 minutes). The proposed times are provided in the manuals.**

*Exception: non-manual speeches, however, the speaker should try to provide a range for the timer. If they only provide a time for example 6 minutes, then the timer should treat it as a duration of 4 - 6 minutes. The 6 minutes would be the maximum (red).*