



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Timer Notes

Timing Speakers:

	Green	Amber	Red	Bell	Qualified
C1	4'	5'	6'	6' 31"	3' 30" - 6' 30"
C2-C9	5'	6'	7'	7' 31"	4' 30" - 7' 30"
C10	8'	9'	10'	10' 31"	7' 30" - 10' 3"
A1-A10*	2' before end	1' before end	at end	+31"	-30" - +30"
Evaluator	2'	2' 30"	3'	3' 31"	1' 30" - 3' 30"
Joke	1'	1' 30"	2'	2' 16"	45" - 2' 15"
Table Topic	1'	1' 30"	2'	2' 30"	1' - 2' 30"
Guest introductions			30"	1'	

**Advanced Speech Timings*

7-9' ±30"	7'	8'	9'	9' 31"	6' 30" - 9' 30"
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Timing the Sessions:

It's key to communicate with the sessions masters. How?

Green flag: *2' before end*; Amber flag: *1' before end*; Red flag: *at end*; Bell: *+ 1' if required*

E.g. Warm Up Session

Let's say the 'Warm Up' time is from 7:03 - 7:11 [8'].

Green flag: 7:09'; Amber flag: 7:10'; Red flag: 7:11'; Wave red flag: 7:11 + 15"; Bell: 7:12

How to Show/Display the Flag or Board:

1. Hold the flag up at arm's length. Raise it slowly. * Don't wave it. * Show it to the whole room.
2. Hold the flag up for a second or two so that the speaker can see it.
3. Lower the flag in a steady manner.
4. Place the flag in a holder so that it is always visible.

* Use the Toastmasters Timer App: [<https://play.google.com/store/apps/details?id=com.vivek.toastmastertimer.paid>]

Timer's Opening Speech:

Dear Fellow Members and our Most Honorable Guests,

I'm _____ and I'm pleased to be tonight's Timer.

Whether you're tonight's Toastmaster, a session master, or a speaker, please pay close attention to my 3 flags:

- For speakers:
 - This green flag shows you met the minimum required time and you're qualified.
 - This amber flag shows you that you have 1 and a half minutes to finish your speech.
 - And this red flag warns that you have 30" before I ring the bell.
 - When I wave my red flag, you have 15" before the dreaded bell.
 - When you hear the bell, you need to exit the floor and return to your seat.
- For Session masters:
 - Green means you have 2 minutes left:
 - Amber means you have 1 minute left.
 - The red flag signifies your time is up and you should return your control to your master.
- For our guests: You have 30" to speak:
 - The red flag means you have already spent 30" and may leave the stage.

Thank you for your attention! 😊

Keep the Meeting Running on Time:

- **Start the meeting on Time:**
 - Green: 2' before the meeting starts
 - Amber: 1' before the start & find the SAA so that they know it's time to start.
 - **Red & ring the bell:** Ask the SAA to start the meeting immediately! 😊
- **Help the Warm Up Master:**
 - Many games and activities need someone to keep score.
 - Help the master by keeping score for this, or any other, activity.

- **Help the Guest Presenters:**
 - A guest presenter may be allotted 20'
 - Waving the red flag at the end would not be helpful.
 - Hold up the green **flag every 5'** so the presenter can keep track of the time.
 - Return the flag to the table so it cannot be seen.
 - Communicate this with the presenter before the meeting. The presenter may have their own system.
- **Help the Vote Counter:**
 - Give them a list of qualified speakers.
 - *Remember only qualified speakers can win an award.*

Timer's Reports:

- **Give reports on:**
 - Prepared speakers
 - Independent evaluators
 - Joke tellers
 - Table Topics speakers

Ladies and gentlemen, I'm pleased to present the Timer's 1st/2nd report:

_____ spent _____ minutes _____ seconds. They are qualified / over time.

_____ spent _____ minutes _____ seconds. They are qualified / over time.

_____ spent _____ minutes _____ seconds. They are qualified / over time.

_____ spent _____ minutes _____ seconds. They are qualified / over time.

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_____ spent _____ minutes _____ seconds. They are qualified / over time.

_____ spent _____ minutes _____ seconds. They are qualified / over time.

Timer Apps:

- D1 Timer Webpage:
<http://www.tmdistrictone.org/speectimer.asp>
- Google Play for Android
<https://play.google.com/store/apps/details?id=com.vivek.toastmastertimer>