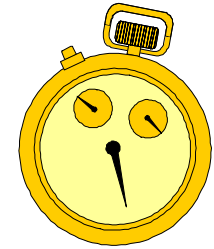


Timer



Today, I am your Timer . My job is to time speeches, evaluations, & Table Topics. [*sometimes a club may want to time other activities*]

The purpose for timing is to help participants learn to express a thought and/or speech within a specific time.

I will use the three colored lights to signal times (**Green**, **Yellow**, and **Red**).

Green - You have met the minimum time requirements

Yellow - You are at the halfway point between the minimum & maximum times

Red - You have reached the maximum time and need to conclude

Overtime- You have gone completely over time

	Green	Yellow	Red	Overtime
Ice Breaker speeches 4 – 6 minutes ±	4 minutes	5 minutes	6 minutes	6.5 minutes
Speeches - 5 to 7 minute (example) ±	5 minutes	6 minutes	7 minutes	7.5 minutes
Evaluations - 2 to 3 minutes ±	2 minutes	2.5 minutes	3 minutes	3.5 minutes

I will record the time for each person and I will very briefly report the times for each speaker when called upon.