

# TIMERS REPORT FORM

(TO BE USED DURING THE MEETING)

## SPEECHES

Timing Light Requirements

Green

Yellow

Red

Name

Actual Time

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## TABLE TOPICS

Timing Light Requirements

Green

Yellow

Red

Name

Actual Time

1	1 1/2	2	_____	_____
			_____	_____
			_____	_____
			_____	_____

## EVALUATIONS

Timing Light Requirements

Green

Yellow

Red

Name

Actual Time

2	2 1/2	3	_____	_____
			_____	_____
			_____	_____

General Evaluator

2	2 1/2	3	_____	_____
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- If you are unsure of the times as to when the lights should be turned on during a speech, call out "POINT OF ORDER", before the speech begins and ask for a clarification. **NEVER, NEVER TURN OFF THE RED LIGHT ONCE YOU HAVE TURNED IT ON DURING A SPEECH.**

**IMPORTANT:** If any speaker goes more than one minute over his allotted time, begin blinking the red light to let the speaker know he must end his speech immediately. (Every minute we lose makes someone late for work.)

Example: If a speech is to go 5 to 7 minutes, the speaker is allowed to speak to 7 minutes 30 seconds. If the speaker should go to 8 minutes 30 seconds, then begin blinking the red light.

**CONFIRM TIMES WITH THE SPEAKERS BEFORE THE MEETING**