

TIMER'S REPORT FORM

(TO BE USED DURING THE MEETING)

SPEECHES

(confirm times with all speakers before the meeting)

Timing Card Requirements:

Green

Yellow

Red

Name

Actual Time

TABLE TOPICS

Timing Card Requirements:

Green

Yellow

Red

Name

Actual Time

0:45

0:55

1:05

EVALUATIONS

Timing Card Requirements:

Green

Yellow

Red

Speech Evaluators

Actual Time

2:00

2:30

3:00

General Evaluator

2:00

2:30

3:00

IMPORTANT: Sit in the center of the room where you are easily visible to the speakers. When it is time, hold each card vertically in front of you. Continue holding up each timing card until it is time to show the next one, or until the speaker finishes.