**TIMER’S REPORT**

**OPENING SESSION OF MEETING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ROLE** | **NAME** | **Allotted**  **TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **TIME DONE** |
| **Call Meeting to Order** | SAA | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Theme** | Toastmaster | 3:00 | 2:00 | 2:30 | 3:00 |  |

**INTRODUCTIONS OF GUESTS AND PRESENTATION OF ROLES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ROLE** | **NAME** | **Allotted**  **TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **TIME DONE** |
| **Introductions** | Guests | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Timer** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Au Counter** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **WOD/Grammarian** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Inspirational Quote** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Joke Master** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Quiz Master** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Table Topic Master** |  | 1:00 | 0:30 | 0:45 | 1:00 |  |
| **Gen. Ev.** |  | 1:00 m | 0:30 | 0:45 | 1:00 |  |

**PREPARED SPEECHES AND EDUCATIONAL SESSIONS**

**Workshop Presentation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Workshop:** | **Presenter:** | **Allotted**  **TIME** | **GREEN**  **(Minimum)** | **YELLOW** | **RED** | **GRACE**  **(maximum)** | **TIME DONE** |
|  |  | **15** | **13:00** | **14:00** | **15:00** | **15:30** |  |

Ice Breaker Speeches

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE** | **NAME** | **Allotted**  **TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **GRACE**  **(maximum)** | **TIME DONE** |
| **Ice-Breaker** |  | 4 to 6 | 4:00 | 5:00 | 6:00 | 6:30 |  |
| **Speaker #1** |  |  |  |  |  |  |  |
| **Speaker #2** |  |  |  |  |  |  |  |
| **Speaker #3** |  |  |  |  |  |  |  |
| **Speaker #4** |  |  |  |  |  |  |  |
| **Speaker #5** |  |  |  |  |  |  |  |
| **Speaker #6** |  |  |  |  |  |  |  |

**Speeches 5 to 7 minutes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE** | **NAME** | **Allotted**  **TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **GRACE**  **(maximum)** | **TIME DONE** |
| **Speeches** |  | 5-7 | 5:00 | 6:00 | 7:00 | 7:30 |  |
| **Speaker #1** |  |  |  |  |  |  |  |
| **Speaker #2** |  |  |  |  |  |  |  |
| **Speaker #3** |  |  |  |  |  |  |  |
| **Speaker #4** |  |  |  |  |  |  |  |
| **Speaker #5** |  |  |  |  |  |  |  |
| **Speaker #6** |  |  |  |  |  |  |  |

**TABLE TOPICS SESSION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **NAME** | **Allotted TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **GRACE**  **(maximum)** | **TIME**  **DONE** |
| **1** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **2** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **3** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **4** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **5** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **6** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **7** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **8** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **9** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **10** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |

**EVALUATION REPORTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE** | **NAME** | **Allotted**  **TIME** | **GREEN**  **(minimum)** | **YELLOW** | **RED** | **GRACE**  **(maximum)** | **TIME DONE** |
| **Sp.eval# 1** |  | 3:00 | 2:00 | 2:30 | 3:00 | 3:30 |  |
| **Sp.eval # 2** |  | 3:00 | 2:00 | 2:30 | 3:00 | 3:30 |  |
| **Sp.eval # 3** |  |  |  |  |  |  |  |
| **Sp.eval # 4** |  |  |  |  |  |  |  |
| **Sp.eval# 5** |  | 300 | 2:00 | 2:30 | 3:00 | 3:30 |  |
| **Grammarian Report** |  | 2:00 | 1:00 |  | 2:00 | 2:30 |  |
| **Au Counter Report** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **Timer Report** |  | 2:00 | 1:00 | 1:30 | 2:00 | 2:30 |  |
| **General Eval. Report** |  | 2 to 3 | 2:00 | 2:30 | 3:00 | 3:30 |  |
| **Quiz Mast.** |  | 3 to 5 | 3:00 | 4:00 | 5:00 | 5:30 |  |

Updated February 13, 2021