Timer Script

Mister/Madame Toastmaster, Fellow Toastmasters, and Most Welcome Guests:

To have an efficient meeting, we must control both the duration of speaker's time and also the time of each session.

I have three flags. Green, Yellow, and Red..

Throughout the meeting, I will signal each participant, including the prepared speech participants, table topics participants, and evaluators when they have reached the allotted times.

For example, if you're giving a **PREPARED SPEECH**, which is typically, 5-7 minutes..I will signal the green flag when you've reached 5 minutes, then the yellow flag at 6 minutes, then the red flag at 7 minutes.. Once the red flag has been signaled you have 30 seconds to wrap it up..

The **TABLE TOPICS** participants have 1-2 minutes to speak.. I will signal the green flag when they've reached 1 minute, then the yellow flag at 1.5 minutes, and then the red flag at 2 minutes...you'll have a 30 second leeway to wrap it up.

The **EVALUATORS** have 2-3 minutes to speak.. I will signal the green flag when they've reached 2 minutes, then the yellow flag at 2.5 minutes and then the red flag at 3 minutes...again, 30 second leeway to wrap it up.
Later on during the meeting, I will report to all of you the timer logs..
Mister/Madame Toastmaster