Time-Keeper and Vote-Counter Worksheet   Date:

A Time-Keeper/Vote Counter is responsible for monitoring the time of meeting segments and speakers, and counting votes

1. Explain your role to the group.
2. Keep track of the time and show the timing cards to warn people.
3. Count votes at the end of each segment.
4. Announce the winners at the end, or ask Toastmaster to announce.

TABLE TOPICS
Recommended length of evaluation speeches is 1-2 min.

Name of the speaker	Topic of the speech	*Before Time* (Less than 1 min)	*Green* (1-1:30 min)	*Yellow* (1:30-2 min)	*Red*(More than 2 min)	Votes

PREPARED SPEECHES
Most prepared speeches are 5-7 min in prepared speech category. The ice breaker (first speech) is 4-6 min and some are 6-8 min.

Name of the speaker	Topic of the speech	Before Time (5 min)	Green (5-6 min)	Yellow (6-7min)	Red(More than 7 min)	Votes

EVALUATION SPEECHES
Recommended length of evaluation speeches is 2-3 min.

Name of the evaluator	Name of the speaker being evaluated	Before Time (Less than 2 min)	Green (2-2:30 min)	Yellow (2:30-3 min)	Red(More than 3 min)	Votes