

## **Guide for Timer**

### **Before the meeting**

Contact the Toastmaster to confirm the listed speakers, and the General Evaluator and each of the Speakers to check that everybody is aware of the correct time allotted for each speech. Check with the General Evaluator what time the various lights are switched on and off for each speech and that the Toastmaster, who will be announcing the speech times when introducing the speakers, is correctly informed on this.

Get the equipment (lights, stopwatch, and bell) from the Sergeant at Arms. Position the lights and check that everything is working properly. Have backup cards to hand in case the lights malfunction.

Have a timing sheet prepared and ready.

### **During the meeting**

At the start of the meeting the Toastmaster will call on you, for the benefit of new members and visitors, to explain your role to the meeting. Stand and do this briefly. Describe the sequence of the lights for each speech, and the use of the bell at the two minute point in Topics.

During the meeting record the time taken for each of the speeches. Also record the time taken by each evaluator to give their evaluation. Note the time taken, (but do not record this) by each of the replies to Topics, and if necessary ring the bell at two minutes.

When called on by the General Evaluator, stand and give the times for the various speeches and evaluations.

### **After the Meeting**

Return all the equipment to the Sergeant at Arms.

WRM 07 Sep 2010