

Finding Vino Toastmasters

Timer's Worksheet Form

Date

Name

		Start Time		
Role	Member Name		Allotted Time	Actual Time
Sgt @ Arms			1.00	
Chairman calls on support team				
Timer			1.00	
Ah Counter			1.00	
Grammarian			1.00	
Toastmaster Tidbits			2.00	
Toastmaster, speaker introductions			2.00	
Wine Facts Presenter			2.00	
Wine Master Presenter	confirm with speaker what their timing is		8 to 10	
Prepared Speaker	confirm with speaker what their timing is		5 to 7	
Chairman introduces evaluators			1.00	
Evaluator of Wine Presenter			3.00	
Evaluator of Prepared Speaker			3.00	
Networking Break			10 to 15	
Toastmaster introduces TT Master			1.00	
TableTopics Master	Total time to ask questions, bridging etc.		5.00	
(TT Master and speakers portion is a max. of 20 minutes before calling on the Evaluators)				
Table Topics Speaker # 1			2.00	
Table Topics Speaker # 2			2.00	
Table Topics Speaker # 3			2.00	
Table Topics Speaker # 4			2.00	
Table Topics Speaker # 5			2.00	
Table Topics Speaker # 6			2.00	
Table Topics Speaker # 7			2.00	
Table Topics Speaker # 8			2.00	
TT Master introduces Evaluators			1.00	
Table Topics Evaluator 1 ,3, 5, 7			6.00	
Table Topics Evaluator 2,4,6,8			6.00	
Chairman introduces GE			1.00	
General Evaluator, (including Support team reports)			8.00	
President Special awards and announcements			2.00	
Chairman - meeting awards and guest feedback			5.00	
Chairman adjourns meeting				
Speaking Time	Green Light	Amber Light	Red Light	Applause *
1 min	30 sec	45 sec	1 min	1 min 15 sec
2 min	1 min	1 min 30 sec	2 min	2 min 15 sec
5 min	4 min	4 min 30 sec	5 min	5 min 30 sec
4-6 min	4 min	5 min	6 min	6 min 30 sec
5-7 min	5 min	6 min	7 min	7 min 30 sec
8 min and above	2 min before	1 minute before	limit	30 sec after

Check the Agenda for Speaking Times

For longer speeches ask the Speaker what timing to use. *No clap-down for Icebreaker