

Script for the Timer

When Introduce you will give your name, your role and time objectives for speakers:

TIMER WILL SAY:

My name is _____ and I will serve as the timer for today's meeting. My role is to track the time of all speakers, table topics respondents and speech evaluators.

Today we have three speakers. Our first two (2) speakers have a time objective of 5-7 minutes. At the 5 minute mark you will see the green light, at the 6 minute mark you will see the yellow light; and at the 7 minute mark you will see the red light with a 30 second grace period.

Our third speaker has a timer objective of 8-10 minutes. At the 8 minute mark you will see the green light, at the 9 minute mark you will see the yellow light; and at the 10 minute mark you will see the red light with a 30 second grace period.

After all speakers have spoken you will be asked to give a timers report

TIMER WILL SAY:

Speaker 1 (name) time objective was 5-7 minutes (name) spoke for (time).

Speaker 2 (name) time objective was 5-7 minutes (name) spoke for (time).

Speaker 3 (name) time objective was 8-10 minutes (name) spoke for (time).

All speakers met their time objective (or not).

Better Thinking/Table Topics (You will be asked to give a time objective for respondents)

TIMER WILL SAY:

Table topic respondents have a time objective of 1-2 minutes. At 1 minute mark you will see the green light, at 1 1/2 minutes mark you will see the yellow light; and at the 2 minute mark you will see the red light with a 30 second grace period.

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After all table topic respondents have spoken, you will be asked for a timers report

TIMER WILL SAY:

All table topics respondents had a time objective of 1-2 minutes

Respondant 1 (name) spoke for (time).

Respondant 2 (name) spoke for (time).

Respondant 3 (name) spoke for (time).

All respondents met the time objective (or not).

Better Listening/Speech Evaluators (General Evaluator will ask you for a time objective for evaluators)

TIMER WILL SAY:

Each Speech Evaluator will have a time objective of 2-3 minutes. At 2 minute mark you will see the green light, at 2 1/2 minutes mark you will see the yellow light; and at the 3 minute mark you will see the red light with a 30 second grace period.

After all table speech evaluators have spoken, you will be asked for a timers report

TIMER WILL SAY:

All speech evaluators had a time objective of 2-3 minutes

Speech Evaluator 1 (name) spoke for (time).

Speech evaluator 2 (name) spoke for (time).

Speech evaluator 3 (name) spoke for (time).

All speech evaluators met their time objective (or not).