



Hackettstown Toastmasters

Timer's Report Form

You must check with the speakers, or the manual, to confirm the allotted time frame. Start timing with the first intended word or gesture of the speaker.

The Inspiration, Ah-Counter and Timer reports, and JokeMaster are not timed.

Raise the **GREEN** card at the minimum time (and keep it raised). Raise the **YELLOW** card midway between the minimum and maximum times (and keep it raised). Raise the **RED** card at the maximum time (and keep it raised).

Date: _____ Timer of the Evening: _____

	Prepared Speaker		Allotted time	Actual time
1.			—	
2.			—	
3.			—	
4.			—	
5.			—	
	Table Topic Speaker	TT Eval Name	Allotted time	Actual time
1.			1:00 – 2:00	
2.			1:00 – 2:00	
3.			1:00 – 2:00	
4.			1:00 – 2:00	
5.			1:00 – 2:00	
6.			1:00 – 2:00	
7.			1:00 – 2:00	
8.			1:00 – 2:00	
9.			1:00 – 2:00	
10.			1:00 – 2:00	
11.			1:00 – 2:00	
12.			1:00 – 2:00	
13.			1:00 – 2:00	
14.			1:00 – 2:00	
	Speech Evaluator		Allotted time	Actual time
1.			2:00 – 3:00	
2.			2:00 – 3:00	
3.			2:00 – 3:00	
4.			2:00 – 3:00	
5.			2:00 – 3:00	

Give this form to the VP Education after the meeting for the Club records.