

Name	Target Time	Actual Time	Notes
Opening			
Toastmaster			
Speaker 1			
Speaker 2			
Topic master	(Not Timed)		
Table Topics 1	1 – 2		
Table Topics 2	1 - 2		
Table Topics 3	1 – 2		
Table Topics 4	1 – 2		
Table Topics 5	1 – 2		
General Evaluator	(Not Timed)		
Evaluator 1	2 – 3		
Evaluator 2	2 – 3		
TT Evaluator			
Timer	(Not Timed)		

Description	Target	Green	Yellow	Red	Description	Target	Green	Yellow	Red
a) TM Minute	0 – 1	0:30	0:45	1	h) Speech	7 – 9	7	8	9
b) Table Topics	1 – 2	1	1:30	2	i) Speech	8 – 10	8	9	10
c) Evaluation	2 – 3	2	2:30	3	j) Speech	10 – 15	10	12:30	15
d) Speech	3 – 5	3	4	5	k) Speech	15 – 20	15	17:30	20
e) Ice Breaker	4 – 6	4	5	6	Opening	2 – 5	2	3:30	5
f) Speech	5 – 7	5	6	7	TM Intro	2 – 4	2	3	4
g) Speech	6 – 8	6	7	8	TT Eval	2 – 4	2	3	4

The mission of a Toastmaster Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

**Taking on this role improves time management skills.**









Toastmasters practice expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker. To perform as Timer, you:

- Acquire the timing/signaling equipment from the Sergeant-at-Arms and know how to operate it.
- Explain the timing rules and demonstrate the signal device if called upon to do so.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- When called to report, announce the speaker's name and the time taken.
- After the meeting, return the timing/signaling equipment to the Sergeant-at-Arms.


Timing begins with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.



Timers provide warning signals to the speakers. The signals should be clearly visible to the speakers but not obvious to the audience. Any visually impaired speaker is permitted to request a form of warning signal of their own choosing. If any special device and/or specific instructions for such signal is/are required, the speaker must provide it.

**“AIR TIMER” Timing Light Operation****Timer Operation**

1. Turn the Timing Light on by press  for 4 seconds.
2. Scroll through the menu using the  /  to select timing option.
3. Start timing by pressing the  button.
4. At the end of the speech, pause the timer by pressing . Record the time. (Pressing  will restart the timer from the current time.)
5. Reset the timer by pressing  once. Press  again to return to Menu Option a).
6. Continue with the next speaker by going to 2 or 3.

**Demo/Manual**



Use a watch for timing. Light changes G/Y/R at 2 second intervals on timer. Use  to start and pause the timer to match the light changes to your timing watch.

**Timer Buzzer** – The timer has a buzzer option. When enabled, a buzzer sounds at RED + 30 seconds of overtime. The buzzer is enabled or disabled when turning on the timing light. To enable / disable the Buzzer, press and hold  +  for 4 seconds to turn the timer on.

**Batteries** – The Timer takes 4 ~ AA batteries.

**Menu Options**

- a) 0-1 m Toastmaster's Minute
- b) 1-2 m Table Topic
- c) 2-3 m Evaluation
- d) 3-5 m Speech
- e) 4-6 m Ice Breaker
- f) 5-7 m Speech
- g) 6-8 m Speech
- h) 7-9 m Speech
- i) 8-10 m Speech
- j) 10-15 m Speech
- k) 15-20 m Speech
- l) Demo/Manual
- m) Power OFF

Select Function with  / 

Note: Pressing  from a) goes to m). Pressing  from m) goes to a).

(Auto off in 5 minutes of inactivity.)