

Evaluation Speech Contest

Timer's Guide

1. The purpose of this guide is to provide you with the information you need to competently perform as the Timer in the Evaluation Speech Contest.
2. There will be a short briefing for you and the other timer by the Toastmaster and Chief Judge before the contest begins. The Chief Judge will be in contact with you before the contest and will let you know the briefing time.
3. Before the contest begins, the Chief Timer and the Assistant Timer should ensure that the contestants can see the timing device from the speaking area. It is the Chief Timer's responsibility to ensure that the following items are at the timer's table:
 - A. One accurately functioning timing light device and stopwatch that the Chief Timer will operate.
 - B. One accurately functioning stopwatch that the Assistant Timer will operate.
 - C. A set of timing cards (green, yellow and red) as a backup to the timing light. The cards will be operated by the Assistant Timer.
 - D. Two Timer's Record sheets (provided by the Chief Judge).
 - E. These guidelines.
4. Operate the timing lights for the Evaluation Contest as follows:
 - Green light at two (2) minutes
 - Yellow light at two and one half (2-1/2) minutes
 - Red light at three (3) minutes
5. The model speaker's speech will be timed from five (5) to seven (7) minutes. The green light at five (5) minutes, the yellow light at six (6) minutes and the red light at seven (7) minutes.
6. Once the contestants have been led from the room, set the timer to five (5) minutes then begin timing. After five (5) minutes, signal the Toastmaster so that he/she can ask the Sergeant-at-Arms to bring the first contestant to the lectern.
7. The Toastmaster will announce the first contestant's name twice. Timing must commence with the contestant's first sound or attempt to communicate with the audience, even if it may not be part of the presentation. There will be no deviation from this rule. Subsequent contestants will be introduced in the same manner.
8. Timing will end only when the contestant has indicated that they have completed their presentation, such as saying "Mr. Toastmaster." If no such indication has been given, timing will stop when the contestant has returned to their seat.
9. It is the contestant's responsibility to ensure that the timer is given a clear indication that they have reached the end of their speech.

10. The timers shall give no indication that the maximum time of three minutes and thirty seconds (3-1/2) has been reached.

11. The Chief Timer and the Assistant Timer should each accurately record the time of each speech on the Timer's Record sheet to the nearest one (1) second. Circle any time that is under one minute and thirty seconds (1-1/2) or over three minutes and thirty seconds (3-1/2).

12. After the applause for the speaker the Toastmaster will announce one (1) minute of silence to allow the judges time to mark their ballots. Illuminate the red light at the end of the one (1) minute period. Following the last contestant, an additional two (2) minutes will be given so that the judges may complete their scoring. Show the red light at the end of that last period.

13. At the end of the contest, the Chief Judge will collect the Timer's Record Sheets.