

TIMEKEEPER SHEET

Time

MEETING OPENED: 1 bell at 6:14pm to alert SAA & 2 bells at 6:15pm to notify SAA						
Grammarians: (1 minute)		1 bell at 1 minute				
Humour Spot: (2 minutes)		1 bell at 2 minutes				
TABLE TOPICS Commenced at:						
Table Topics: (1 minute)		1 bell at 50 seconds; 2 bells + applause at 60 seconds Give time range only when providing report				
1	2	3	4	5	6	
7	8	9	10	11	12	
Evaluator Uneven: (3 minutes)		1 bell at 3 minutes				
Evaluator Even: (3 minutes)		1 bell at 3 minutes				
Toast of the Week: (3 minutes)		2 min green; 2.30 min amber; 3 min red + 1 bell				
BUSINESS SESSION Commenced:						
Mover of Motion: (3 minutes)		1 bell at 3 minutes				
Speakers for & against motions: (1 minute)		1 bell at 1 minute				
Right of Reply: (1 minute)		1 bell at 1 minute				
Business Session Closed at:						
Parliamentarian Report: (4 minutes)		1 bell at 4 minutes				
10 MINUTE BREAK		1 bell at 9 minutes & 2 bells at 10 minutes				
SECOND HALF of meeting commenced at:						
TOASTMASTER SESSION commenced at:						
Speaker 1						
Speaker 2						
Speaker 3						
Vote of Thanks: (3 minutes)		1 bell at 3 minutes				
Evaluator 1: (3 minutes)		green 2 min; amber 2.5 min; red 3 min; 1 bell at 3.30 min				
Evaluator 2: (3 minutes)		green 2 min; amber 2.5 min; red 3 min; 1 bell at 3.30 min				
Evaluator 3: (3 minutes)		green 2 min; amber 2.5 min; red 3 min; 1 bell at 3.30 min				
H.O.M.E.R: (1 minute)		1 bell at 50 seconds, 2 bells at 1 minute				
Your Say 1: (1 minute)		1 bell at 50 seconds, 2 bells at 1 minute				
Your Say 2: (1 minute)		1 bell at 50 seconds, 2 bells at 1 minute				
Your Say 3: (1 minute)		1 bell at 50 seconds, 2 bells at 1 minute				
Grammarians Report: (3 minutes)		green 2 min; amber 2.5 min; red 3 min + 1 bell				
Timekeeper Report: (2 minutes)		1 bell at 2 mins ** Give the Stopwatch to the Secretary next to you – Ask for your time on completion				
MASTER EVALUATOR REPORT (10 minutes) Green light at 8 minutes; amber light at 9 minutes; red light at 10 minutes + 1 bell						