

Time Keeper Checklist

Prepared Speeches

Usually 5 to 7 minutes - Ice Breaker 4 to 6 minutes

Check agenda and with Toastmaster for actual times

LIGHTS - last two minutes of speech

Green Light - 2 minutes before end

Yellow Light - 1 minute before end

Red Light - End of speech time

30 seconds to finish and still qualify for vote

Table Topics

1 to 2 minute speeches

Green Light - 1 minute

Yellow Light - 1:30 minute

Red Light - 2 minutes

Speech Evaluators

2 to 3 minute speeches

Green Light - 2 minutes

Yellow Light - 2:30 minutes

Red Light - 3 minutes