When introduced by the **General Evaluator***, please state the following:*

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. As Timer, I will time the Table Topics® speakers, formal speeches, and the evaluations. I will also alert each speaker of the time they have left, using the green, yellow, and red **signals**, which denote specific times remaining.

Table Topics Speakers should limit their remarks to no more than 2 minutes.

- At 1 minute, I will **show** the green **signal**.
- At 1 minute and 30 seconds, I will **show** the yellow **signal**.
- At 2 minutes, I will **show** the red **signal**.

Those giving speeches should limit their remarks to their specific speech times,

Ice Breaker speeches should be 4-6 minutes in length.

- At 4 minutes, I will **show** the green **signal**.
- At 5 minutes, I will **show** the yellow **signal**.
- At 6 minutes, I will **show** the red **signal**

Most other speeches should be 5-7 minutes in length.

- At 5 minutes, I will **show** the green **signal**.
- At 6 minutes, I will **show** the yellow **signal**.
- At 7 minutes, I will **show** the red **signal**.

The individual evaluations should be between 2-3 minutes.

- At 2 minutes, I will **show** the green **signal**
- At 2 minutes and 30 seconds, I will **show** the yellow **signal**.
- At 3 minutes, I will **show** the red **signal**

Thank you Mr./Madam **General Evaluator**."

Timer Log   **Meeting Date:**_____

Table Topics®

Name	Time	Within time (Y/N)

Prepared Speeches

Name	Speech Time Requirement	Actual Time	Within time (Y/N)

Evaluations

Name	Actual Time	Within time (Y/N)