

Role as Time-Keeper

When you arrive (18:30), get the **Traffic Light, Stopwatch and Time-Keeper's Report**. Make sure the material works.

You will be introduced you to explain your role as Time-Keeper.

Table Topics - 1:00 minute and 2:00 minutes

Green Light* at 1:00 minute

Yellow Light at 1:30 minutes

Red Light* at 2:00 minutes and remains on until the Speaker is finished

Ice-Breaker N° - 4:00 and 6:00 minutes

Green Light* at 4:00 minutes

Yellow Light at 5:00 minutes

Red Light* at 6:00 minutes and remains on until the Speaker is finished

Prepared Speeches – 5:00 and 7:00 minutes

Green Light* at 5:00 minutes

Yellow Light at 6:00 minutes

Red Light* at 7:00 minutes and remains on until the Speaker is finished

Speech Evaluations – 2:00 to 3:00 minutes

Green Light* at 2:00 minutes

Yellow Light at 2:30 minutes

Red Light* at 3:00 minutes and remains on until the Speaker is finished

Other Speeches and Reports may vary in length

* Each Speaker is given a **Grace Period** of 30 seconds before the **Green Light*** and 30 seconds after the **Red Light*** before being eliminated.

When called, you will **go to the Lectern** and give your report.

If you have any questions, contact the **Toastmaster of the Evening**.

Thank you, Vice President of Education February 1, 2020