Cheat Sheet:

**What you need:**
- A copy of the agenda
- A working pen. Two would be better.
- A stopwatch (many cellphones have a stopwatch function)

**On the night, before the meeting**
- Arrive 25 minutes early
- Introduce yourself to the Toastmaster and the Secretary
- Introduce yourself to the speakers and ask if they have any specific timing instructions
- Practice with the stop watch until you can operate it with confidence.
- Make sure the lights are working, or that you have coloured cards. The Sergeant should be able to help you.

**During the meeting**
You will be called to explain the timing of the speeches. Explain the standard timing below.

**For 4-6 minute speeches, the standard timing is:**
- 4 minutes, Green
- 5 minutes, Yellow
- 6 minutes, Red

**For 5-7 minute speeches, the standard timing is:**
- 5 minutes, Green
- 6 minutes, Yellow
- 7 minutes, Red

**For 8-10 minute speeches, the standard timing is:**
- 8 minutes, Green
- 9 minutes, Yellow
- 10 minutes, Red

**For impromptu speeches (1-2 minutes) the timing is:**
- 1 minute, Green
- 1 minute and 30 seconds, Yellow
- 2 minutes, Red

**For evaluation sessions (irrespective of the speech level)**
- 2 minutes, Green
- 2 minutes and 30 seconds, Yellow
- 3 minutes, Red

**You need to time the following activities**
- Time each manual speech.
- Time each impromptu speech
- Time each evaluator
- Time the recesses
- Time the agenda itself.
When the timing starts
The timing starts at the first meaningful gesture the speaker makes (not the first word or utterance). Sometimes the speaker will point suddenly, or jump, or start running backwards. These are signs that the speech has started.

Turn on the lights at the right time.
• When you turn on the yellow light, turn off the green light.
• When you turn on the red light, turn off the yellow light.
• Leave the red light on until the speaker stops speaking.

Write down each speaker's time on the agenda, using your pen.
Write down on the agenda the actual time elapsed so that we have a record of how well the Toastmaster ran the meeting.

Timing the recess
Alert the Sergeant when there are five minutes, two minutes and one minute before the meeting resumes.

Turn on the red light at the end of the recess.

Timekeeper's report
You will be called to give a Timekeeper's report: say:
Speaker A spoke for X minutes and Y seconds
Speaker B spoke for W minutes and Z seconds, and so on.

Give your written report to the Secretary at the end of the meeting.

Stuff that routinely goes wrong
• The Toastmaster forgets to call for the Timekeeper's report. During the break, request that the Toastmaster call for the Timekeeper's report. In the mean time, find the evaluators and give them the speakers' timing. The evaluators need the information to coach the speakers effectively.

Beyond the call of duty
The Timekeeper's job is very important and difficult. It can be easy to be swept up in the speech and forget to record the time. That's why it's important to record the timing on the agenda to give you an indication of how long the speaker spoke for.

The Timekeeper's job is to record the time. It is the job of the Chief Judge or the Evaluation Panel to pass judgement on whether or not the speaker should repeat the assignment because of time constraints.

Thank you and enjoy the meeting!