

# Timer's Worksheet

## Timing Light Guide

Double check the timing lights before the beginning of the club meeting to make sure that they are in working order. At the proper time, turn on the appropriate timing light according to this timing schedule:

Tabletopics ..... **RED** ..... Turn on at 18 minutes

<u>Undergraduate Speakers</u>		<u>Graduate Speakers</u>	
<b>Green</b> .....	Turn on at 4 minutes	<b>Green</b> .....	Turn on at 8 minutes
<b>Yellow</b> .....	Turn on at 5 minutes	<b>Yellow</b> .....	Turn on at 9 minutes
<b>Red</b> .....	Turn on at 6 minutes	<b>Red</b> .....	Turn on at 10 minutes
<b>Buzzer</b> .....	Turn on at 6½ minutes	<b>Buzzer</b> .....	Turn on at 10½ minutes

Evaluators ..... **RED** ..... Turn on at 1½ minutes  
**BUZZER**..... Turn on at 2 minutes

Speakers		Time	Evaluators		Time
1		:	1		:
2		:	2		:
3		:	3		:
4		:	4		:
5		:	5		:

## Tally Instructions

- 1) Fill in the speaker's and evaluator's names as they are announced.
- 2) Check the box if the speaker is a graduate.
- 3) Record the actual time of each speech and evaluation.
- 4) Begin immediately to tally the Program Impressions for the Most Improved Speaker, Most Effective Speech, and the Most Helpful Evaluator as you receive them.
- 5) Fill in the names of the Tally Winners and give this worksheet to the overall evaluator before he finishes evaluating the speaking portion of the club.

Most Improved Speaker	Most Effective Speech	Most Helpful Evaluator

**Tally Winners** (winners subject to approval by overall evaluator)

	Most Improved Speaker	Most Effective Speech	Most Helpful Evaluator
Last Meeting:			
Tonight:			

Timer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_