



Dawn Talkers Club #84

When you are the Timer/Table Topics Vote counter

One of the lessons to be practiced in speech training is that of expressing a thought within a certain time interval. The Timer is the watchdog of the timing. All portions of the meeting are timed. The report need not be a spiritless recitation of minutes and seconds; feel free to interject innovations, humor, or relative side comments, as appropriate.

Prepare in Advance

- Confirm scheduled program participants with the Toastmaster and General Evaluator. Then confirm the time required for each prepared speech with the speakers.
- Prepare a brief explanation of timing rules and how timing signals will be given.

Entering the Meeting Room

- Get the timing signal device from the Sergeant-at-Arms as well as a blank copy of the Timer's Log. Ensure you understand how to operate the stopwatch and signal device and that both are functioning correctly.
- Sit where the signal device can easily be seen by all (suggest the back center of the meeting room).

During the Meeting

Timer

- During the meeting, signal each program participant as indicated below. Record each participant's name and time used. In addition signal the Toastmaster, Table Topics Master, and General Evaluator with red light when they have reached their allotted time as indicated on the Timer's Log.
- When called on by the General Evaluator, stand by your chair and state individual times for all program participants.

Table Topics Vote Counter

- After the Table Topics are over, audience will pass on the "Best Table Topics Speaker" vote to you. Collect them and find out the winner by counting the majority of them.
- When called on by the Toastmaster, stand by your chair and pass on the note with the name of the winner written in it. **DO NOT ANNOUNCE THE TABLE TOPIC WINNER NAME, IT IS THE TOASTMASTER WHO ANNOUNCE IT.**

After the Meeting

- Return the timing signal device to the Sergeant-at-Arms.