

Timer Sheet

Before The Meeting

- ✓ Get each formal speaker's times and write them in the table below.

During The Meeting

- ✓ Mark every table topics, formal speaker, and evaluator's time in the tables below.
- ✓ Use the timing light or flags to indicate to speakers when they have reached the appropriate times.

Formal Speakers

	Speaker Name	Min	Max	Actual Time	Within Limit?
1				:	Y N
2				:	Y N
3				:	Y N

Table Topics

Minimum/Green	Yellow	Red	Maximum
1:00	1:30	2:00	2:30

	Speaker Name	Word Of Day?	Actual Time	Within Limit?
1		Y N	:	Y N
2		Y N	:	Y N
3		Y N	:	Y N
4		Y N	:	Y N
5		Y N	:	Y N
6		Y N	:	Y N
7		Y N	:	Y N

Evaluation

Minimum	Green	Yellow	Red	Maximum
1:30	2:00	2:30	3:00	3:30

	Evaluator Name	Actual Time	Within Limit?
1		:	Y N
2		:	Y N
3		:	Y N