

## EQUIPMENT

- timing lights *or* timing pad
- timing app on your smartphone
- bell
- agenda, Table Topics memo, pen

## INTRO MAX TIME: 1M 30S

- explain the importance of timing
- explain min-max time ranges & demonstrate the lights
- explain 30s to wrap up after speeches & evaluations to be eligible for voting

## PREPARED SPEECHES, EVALUATIONS, TABLE TOPICS

- start timing when they start talking or with their first purposeful movement
- show lights
- record actual time (memo available)
- use bell 🛎️ for end of minute to write feedback on slips

## END OF EACH SESSION

- say if anyone wasn't in time
- give a report of everyone's times
- use bell for end of voting

## OTHER TIMED SECTIONS

Show lights but don't record times.

## 🛎️ BELL

Sound the bell on the agenda sections marked with 🛎️

## HOW TO OPERATE THE REMOTE

For most of a person's speech or talk, the lights will be off.

1. Turn **ON** (shows **GREEN**)
2. Then press **A** for **AMBER**
3. Then press **R** for **RED**
4. To reset, ready for the next person: press **G** for **GREEN**
5. Switch **OFF**

## WORKSHEETS

The following pages are worksheets for a different meeting formats.

They are designed to print and use the worksheet during sessions that conclude with voting: Prepared Speeches, Table Topics and Speech Evaluations.

# TIMER CHECKLIST

# ASCOT SPEAKERS

## PREPARED SPEECHES (IN TIME = WITHIN MIN-MAX RANGE +/- 30 SECS)

**Speaker #1:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

**Speaker #2:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

**Speaker #3:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

**Speaker #4:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute– *ONLY IF AT LEAST 3 SPEAKERS IN TIME*

## TABLE TOPIC SPEECHES (IN TIME = WITHIN 60 SEC - 2 MINS 30 SECS)

**Topic Speaker #1:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Topic Speaker #2:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Topic Speaker #3:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Topic Speaker #4:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Topic Speaker #5:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Topic Speaker #6:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute

## EVALUATIONS (IN TIME = WITHIN MIN-MAX RANGE +/- 30 SECS)

**Evaluator #1:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #2:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #3:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #4:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Table Topics Evaluator:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute– *ONLY IF AT LEAST 3 EVALUATORS IN TIME*

Grammarians report: lights ■ ■ ■

General Evaluator report: lights ■ ■ ■

## Worksheet for Speakathon meetings

### PREPARED SPEECHES (IN TIME = WITHIN MIN-MAX RANGE +/- 30 SECS)

**Speaker #1:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

**Speaker #2:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

**Speaker #3:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

**Speaker #4:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

**Speaker #5:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

**Speaker #6:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🚨 at 1 minute

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🚨 at 1 minute

### EVALUATIONS (IN TIME = WITHIN MIN-MAX RANGE +/- 30 SECS)

**Evaluator #1:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #2:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #3:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #4:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #5:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

**Evaluator #6:** \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🚨 at 1 minute

Grammarians report: lights ■ ■ ■

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1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

Speaker #3: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

1 minute for feedback slips – stopwatch, bell 🛎 at 1 minute

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute – *ONLY IF AT LEAST 3 SPEAKERS IN TIME*

## TABLE TOPIC SPEECHES (IN TIME = WITHIN 60 SEC - 2 MINS 30 SECS)

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Topic Speaker #3: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #4: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #5: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #6: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #7: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #8: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Topic Speaker #9: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute

## EVALUATIONS (IN TIME = WITHIN MIN-MAX RANGE +/- 30 SECS)

Evaluator #1: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Evaluator #2: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Evaluator #3: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Table Topics Evaluator: \_\_\_\_\_ Actual time M:S: \_\_\_\_\_ In time? \_\_\_\_\_

Timer report: names + actual times

1 minute for voting – stopwatch, bell 🛎 at 1 minute– *ONLY IF AT LEAST 3 EVALUATORS IN TIME*

Grammarian report: lights ■ ■ ■

General Evaluator report: lights ■ ■ ■