Signaling (*explain this to the audience near the beginning of the meeting*):

Green	at the minimum time (eg. if 4 to 6 minutes, green at the 4-minute mark)
Yellow	at the halfway point between the Green and the Red (eg. if 4 to 6 minutes, yellow at the 5-minute mark)
Red	at the maximum time (eg. if 4 to 6 minutes, red at the 6-minute mark)

Timing (*only these speakers have their time reported*):

Role	Person in Role	Time Used	Winner (√)
Speaker #1		:	
Speaker #2		:	
Speaker #3		:	
Speaker #4		:	
Speaker #5		:	
Table Topics Speaker #1		:	
Table Topics Speaker #2		:	
Table Topics Speaker #3		:	
Table Topics Speaker #4		:	
Table Topics Speaker #5			
Table Topics Speaker #6		:	
Table Topics Speaker #7		:	
Speech Evaluator #1		:	
Speech Evaluator #2		:	
Speech Evaluator #3		:	
Speech Evaluator #4		:	
Speech Evaluator #5		:	
General Evaluator		:	

Normal/Expected Length of Time for Talking
(*this information is needed to help keep the meeting on schedule*)

Speech / Role	Minutes	Seconds Allowed	
		Under	Over
Joke Master giving the joke for the day	1		
Word Master giving the word for the day	1		
Toastmaster Minute	1		
Report Givers: timer, votes, ah's, grammarian, word usage	1-2 each		
Quiz Master testing listening skills of the audience	1 to 2		
Speaker introduction (the Toastmaster or the Evaluator)	1		
CC Icebreaker (CC speech #1)	4 to 6	any	Any
CC Speeches #2 through #9	5 to 7	30	30
CC Speech #10	8 to 10	30	30
Speeches in advanced manuals beyond the CTM book	3 to 40	30	30
Table Topic Master topic introduction	2 to 3	n/a	n/a
Table Topics Speakers	1 to 2	zero	30
Speech Evaluators and the General Evaluator	2 to 3	30	30

[*Give this form to the club secretary after the meeting*]