

Toronto Business Toastmasters Meeting Timing Sheet

Meeting Date: _____

Timer: _____

Notes to Timer:

- (1) Toastmaster's target time excludes introductions to speakers
- (2) Timing for general evaluator includes intros and meeting evaluation

Role	Individual	Target Time	Actual Time
Opening Remarks / Roles			
Did the Meeting Start on time?	Agenda Scheduled Time	12:15PM	
Chair		n/a	n/a
Reflection & Toast		1:00	
New Member Induction		n/a	n/a
Humour		1:00	
Word of the Day		1:00	
Tip of the Day		1:00	
Toastmaster / Speeches			
TM Opening Remarks		2:00-3:00 (1)	
Speaker #1			
Speaker #2			
Speaker #3			
Table Topics			
Table Topics Master		2:00-3:00	
Allow 1 minute: green light at :30 / amber light at :45 / red light at 1:00. Initiate the "clapping down" of members who go over time			
Evaluation			
General Evaluator		3:00-4:00 (2)	
Evaluator #1		2:00	
Evaluator #2		2:00	
Evaluator #3		2:00	
Allow 2 minutes for the Evaluators: green light at 1:00 / amber light at 1:30 / red light at 2:00. Initiate the "clapping down" of members who go over time			
Did the meeting end on time?	Agenda Scheduled Time	1:30PM	