Timer Record Sheet

Purpose: To help speakers be aware of timing, and to help the Chair keep the meeting on time.

	Green	**Yellow**	**Red**
Table Topic	1:00	1:30	2:00
TT Evaluation	1 min before yellow	# of Table Topics	1 min after yellow
Prepared Speech *Unless otherwise agreed*	5:00	6:00	7:00
Icebreaker Speech NO CLAPDOWN	4:00	5:00	6:00
Evaluation	2:00	2:30	3:00
Hawkmaster Quiz	3:00	5:00	7:00
Grammarian & Timer Reports	2:00	2:30	3:00
GE NO CLAPDOWN	8:00	9:00	10:00

BREAK (5 - 15 mins) - at Chair or Counsellor's discretion

Name	**Role**	**Time**	**Name**	**Role**	**Time**