

## Timer

- TABLE TOPICS: When Table Topics speaker begins speaking, start the clock.

Green Light: 1 ½ minutes

Yellow Light: 2 minutes

Red Light: 2 ½ minutes

*There is no grace period for table topics.* To “qualify” means to be eligible for Best Table Topics Award.

*If two Gaveliers are called on for one Table Topic, the time is 2-3 minutes instead of 1 ½ to 2 ½ minutes.*

- PREPARED SPEECHES: Check with the speakers before the meeting to see how long their speeches will be. Some advanced speeches do not have a grace period. For instance, an advanced speech might have a time of 10 minutes + or – 30 seconds. In this case, there is not an additional 30 second grace period. The green light will come on at 9 min. 30 sec., the yellow light at 10 minutes, and the red light at 10 min. 30 seconds. If the speaker is finishing his sentence when the red light comes on, he still qualifies.

For all speeches in the beginning manual and for almost all advanced speeches, there is a 30-second grace period before and after the time limit.

Example: 5 to 7 minute speech

Speaker qualifies, but no light comes on: 4 ½ minutes

Green Light: 5 minutes

Yellow Light: 6 minutes

Red Light: 7 minutes

Speaker still qualifies at up to 7 ½ minutes because of the grace period.

Because we do not award “Best Speaker,” whether the speaker qualified or not is purely informational.

When asked by the Toastmaster, time 45 seconds for Gaveliers to write comments to the speakers.

**EVALUATIONS:** Same time as Table Topics, 1 ½ to 2 ½ minutes *with no grace period.*

When called on to report, give speakers’ times and tell whether they qualified. Don’t forget to address the person who introduced you (the Toastmaster, Table Topics Master or Master Evaluator). Example: “Mr. Table Topics Master, fellow Gaveliers and distinguished guests, Joe qualified with 1 minute and 43 seconds, Sarah qualified with 1 minute and 54 seconds, etc.”

**NOTE:** If speaker stops immediately after finishing his sentence at the end of the grace period, he still qualifies.

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