

Timers Briefing for Speech Contests

1. A week or two prior to the scheduled contest, the Chief Judge should email the timers with details on the speech contests as well as attachments:
 - a. Date and time for the speech contest – and specify which contest (Division, Area, Tall Tales, International, etc.)
 - b. Date and time the ballot counters should arrive for the judge's briefing
 - c. Location (physical address if in person and meeting link if virtual)
 - d. Attachments:
 - i. Form 1171 – Speech Contest Rulebook (revised 06/2022)
 - ii. Form 1175 – Speech Contest Time Record Sheet and Instructions for Timers
 - iii. Timing Backgrounds Slides for Zoom
 1. Timer
 2. Green
 3. Yellow
 4. Red
 5. One Minute of Silence
 6. Silence Until All Ballots Have Been Collected
 - e. Optional to include:
 - i. Speech Contest Resources:
<https://www.toastmasters.org/resources/speech-contests>
 - ii. Speech Contest Tutorials:
<https://www.toastmasters.org/resources/speech-contests/speech-contest-tutorials>
 - f. Reminder to timers:
 - i. Not allowed to be a timer in the same contest in which they would be competing
 - ii. Must be a paid member
2. There are two timers:
 - a. Timer 1 will record the time and change the timing lights / cards
 - b. Timer 2 will be the official timekeeper and record each contestant's speech time on the Time Record Sheet and give to the Chief Judge
 - i. Timer 2 is also the backup timer and should be prepared in case the primary timer loses focus or has equipment malfunction
3. Timers should plan to attend both the judge's briefing and the contestant briefing
 - a. At the contestant briefing, the timer will share the timing lights / cards

- b. Instructions will be given to the contestants on how to pin the timer during their speech
- 4. Virtual Contests
 - a. Timer 1 should have his/her name listed simply as “Timer” – no other name, designation, club name, etc.
 - b. BEST PRACTICE: Timer 1 has a background slide that clearly states TIMER on the slide and then also rename to Timer
 - c. Timer 2 should only list his/her name and no other indicators (but should be prepared with the same timing lights/cards as Timer 1 in case of technical difficulties)
- 5. Timing begins:
 - a. With the contestant’s first definite verbal or nonverbal communication with the audience
 - b. NOTE:
 - i. The Contest Toastmaster should have had the contestant confirm they can hear and see and give a test sentence
 - ii. Once the Contest Toastmaster introduces the contestant, and the contestant says “Wait, I can’t see the timer” or “Hang on, my screen isn’t sharing properly” – that is the start of the timing
- 6. Timing ends:
 - a. Contestants will be asked to conclude their speech with “Mr./Madam Contest Toastmaster” to indicate the end of their speech
- 7. Equipment:
 - a. Bring your own timing device (stopwatch, cell phone, app, etc.) – must have minutes and seconds available – Best Practice is to have a second timing device available in case of failure
 - b. Timing Lights / Cards
 - i. Whatever method is used, it must be easily seen by the speaker
 - ii. Color and word should be indicated (for those that may be color blind)
 - iii. If using paper or timing cards, be sure to hold them close to the camera and can easily be seen as the different colors
 - iv. If in person, be sure the speaker can see the color lights or cards; do not purposely share the timing lights/cards with the audience
- 8. Show Timing Cues
 - a. Timer will have a plain background up until the minimum time has been reached
 - b. At the minimum time, show the green and continue to hold until the middle time
 - c. At the middle time, show the yellow and continue to hold until the maximum time
 - d. At the maximum time, show the red and continue to hold until the contestant has concluded – do not give any nonverbal indication they are nearing the disqualification time

9. Speech Times:

a. International Speech Contest and Humorous Speech Contest

- i. Green signal will be displayed at five (5) minutes and remain displayed for one (1) minute
- ii. Yellow signal will be displayed at six (6) minutes and remain displayed for one (1) minute
- iii. Red signal will be displayed at seven (7) minutes and remain on until the conclusion of the speech

b. Evaluation Contest

- i. Green signal will be displayed at two (2) minutes and remain displayed for 30 seconds
- ii. Yellow signal will be displayed at two (2) minutes and 30 seconds and remain displayed for 30 seconds
- iii. Red signal will be displayed at three (3) minutes and remain on until the evaluation is concluded

c. Table Topics Contest

- i. Green signal will be displayed at one (1) minute and remain displayed for 30 seconds
- ii. Yellow signal will be displayed at one (1) minute and 30 seconds and remain displayed for 20 seconds
- iii. Red signal will be displayed at two (2) minutes and remain on until the conclusion of the speech

d. Tall Tales Contest

- i. Green signal will be displayed at three (3) minutes and remain displayed for one (1) minute
- ii. Yellow signal will be displayed at four (4) minutes and remain displayed for one (1) minute
- iii. Red signal will be displayed at five (5) minutes and remain on until the conclusion of the speech

e. NOTE: if a contestant is visually impaired, he or she may request a warning signal of their choosing (this will be discussed more on an as-needed basis)

10. After each contest concludes, Timer 2 should complete the Time Record Sheet and return to the chief judge