Speakers League Timekeeper Form

If able, the Timekeeper stands at their seat when explaining their role and when announcing eligibility at the end of each segment.

Impromptu Eligibility List those who made it to 2-minutes (the red signal)*	Speaker Eligibility List speakers who made it to at least the green signal* but not the bell.	Evaluator Eligibility List Evaluators who made it to at least the green signal* but not the bell.*

"The role of the Timekeeper is to provide speakers with signals for how long they have spoken. For example, I will describe the timing for Impromptus. When you have reached 1 minute, I will raise the green signal; at 1½ minutes, the yellow signal; and at 2 minutes, the red signal. If you do not make it to the red signal (2 minutes), or if you hear the bell, which I will ring at 2½ minutes, you will not be eligible to win for this segment of the meeting. Speeches and evaluations must reach the green signal, but not the bell, to be eligible to receive votes."

TIMEKEEPER INSTRUCTIONS

1. **For speeches, listen for the MC's introduction to hear what speech is being given and/or its timing. If you are not sure, be sure to ask.**
2. **Wait for the speaker to clearly begin before starting the stopwatch.**
3. **When it is time to raise a signal, do it as quietly as you can, and hold it still, easily visible, and keep it held up until it is time to change signals.**
4. **Do not try to warn speakers if they are getting close to the bell.**
5. **If you have a problem with the stopwatch, don't ask the speaker to stop, or make a commotion. Count in your head, using your best judgment to present accurate signaling, then tell the Chairperson before the next person's turn to be timed.**
6. **When it is your turn to speak, hand your time-keeping materials to a neighbor, to do your timing.**

Impromptus
1 minute – green
1½ minutes – yellow
2 minutes – red*
2½ minutes – "bell"

Most speeches
5 minutes – green*
6 minutes – yellow
7 minutes – red
7½ minutes – "bell"

Evaluators
1 minute – green*
1½ minutes – yellow
2 minutes – red
2½ minutes – "bell"

SPEECHES WITH SPECIAL TIMING
(Both are in Level I)

"GTKY" Speech
4 minutes – green*
5 minutes – yellow
6 minutes – red
6½ minutes – "bell"

"Capstone" Speech
6½ minutes – yellow*
7 minutes – red
7½ minutes – "bell"

* ELIGIBILITY POINT. (NOTE: Speakers who get the "bell" are **not** eligible to be voted for.)

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