

Timekeeper Worksheet

Date:

Timer:

Description	Speaker Name	Projected Time	Actual Time	Leeway
Speech 1		____ - ____ min.		+ / - 30 seconds
Speech 2		____ - ____ min.		+ / - 30 seconds
Speech 3		____ - ____ min.		+ / - 30 seconds
Speech 4		____ - ____ min.		+ / - 30 seconds
Table Topics Speaker 1		1 - 2 minutes		+ 30 seconds
Table Topics Speaker 2		1 - 2 minutes		+ 30 seconds
Table Topics Speaker 3		1 - 2 minutes		+ 30 seconds
Table Topics Speaker 4		1 - 2 minutes		+ 30 seconds
Table Topics Speaker 5		1 - 2 minutes		+ 30 seconds
Table Topics Speaker 6		1 - 2 minutes		+ 30 seconds
Evaluator 1		2 - 3 minutes		+ / - 30 seconds
Evaluator 2		2 - 3 minutes		+ / - 30 seconds
Evaluator 3		2 - 3 minutes		+ / - 30 seconds
General Evaluator		2 - 3 minutes		+ / - 30 seconds

Example of Flag Timing:

For a typical 5-7 minute speech, Time Keeper will hold up: **GREEN** at 5:00; **YELLOW** at 6:00; **RED** at 7:00.

DQ before 4:30 or after 7:30