

Timer's Worksheet

Date _____

Category	Person	Time Range	Actual Time	Qualified?
Speaker #1				
Speaker #2				
Speaker #3				
Speaker #4				
Qualification: Speech is less than 30 seconds shorter than the minimum time and not more than 30 seconds longer than the maximum time.				
Evaluator #1		2 - 3 min		
Evaluator #2		2 - 3 min		
Evaluator #3		2 - 3 min		
Evaluator #4		2 - 3 min		
Qualification: Speech is at least 1 minute and 30 seconds long, and not longer than 3 minutes and 30 seconds.				
Table Topics #1		1 - 2 min		
Table Topics #2		1 - 2 min		
Table Topics #3		1 - 2 min		
Table Topics #4		1 - 2 min		
Table Topics #5		1 - 2 min		
Table Topics #6		1 - 2 min		
Table Topics #7		1 - 2 min		
Table Topics #8		1 - 2 min		
Table Topics #9		1 - 2 min		
Table Topics #10		1 - 2 min		
Qualification: Speech is at least one minute long, and not longer than 2 minutes and 30 seconds.				