

# *Humorous Speech Contest*

## *Timer's Guide*

1. The purpose of this guide is to provide information needed to competently perform as the Chief Timer and the Assistant Timer in the Humorous Speech Contest.
2. There will be a short briefing for the Chief Timer and the Assistant Timer by the Chief Judge before the contest begins. The Chief Judge will be in contact with you before the contest and will let you know the briefing time.
3. Before the contest begins, the Chief Timer and the Assistant Timer should ensure that the contestants can see the timing device from the speaking area. It is the Chief Timer's responsibility to ensure that the following items are at the timer's table:
  - A. One accurately functioning timing light device and stopwatch that the Chief Timer will operate.
  - B. One accurately functioning stop watch that the Assistant Timer will operate.
  - C. A set of timing cards ( green, yellow and red) as a back up to the timing light. The cards will be operated by the Assistant Timer.
  - D. Two Timer's Record sheets (provided by the Chief Judge).
  - E. These guidelines.
4. Operate the timing lights for the Humorous Contest as follows:
  - Green light at five (5) minutes
  - Yellow light at six (6) minutes
  - Red light at seven (7) minutes
5. The Toastmaster will announce the first contestant's name, repeating the speech title twice and restating the contestant's name. Timing must commence with the contestant's first sound or attempt to communicate with the audience, even if it may not be part of the presentation. There will be no deviation from this rule. Subsequent contestants will be introduced in the same manner.
6. Timing will end only when the contestant has indicated that they have completed their presentation, such as saying "Mr. Toastmaster." If no such indication has been given, timing will stop when the contestant has returned to his/her seat.
7. It is the contestant's responsibility to ensure that the timer is given a clear indication that the contestant has reached the end of his/her speech.
8. The timers shall give no indication that the maximum time of seven minutes and thirty seconds (7-1/2) has been reached.

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9. The Chief Timer and the Assistant Timers should each accurately record the time of each speech on their own Timer's Record sheet to the nearest one (1) second. Circle any time that is under four minutes and thirty seconds (4-1/2) or over seven minutes and thirty seconds (7-1/2).
10. After the applause for the speaker the Toastmaster will ask for one (1) minute of silence to allow the judges time to mark their ballots. Illuminate the red light at the end of the one (1) minute period. After the last contestant, the Toastmaster will ask for silence so that the judges may complete their scoring. There is no need to time the final silence. It lasts as long as it needs to, until all ballots are collected.
11. At the end of the contest, the Chief Judge will collect the Timer's Record Sheets.