

Table Topics Contest

Timer's Guide

1. The purpose of this guide is to provide information needed to perform competently as the Chief Timer and the Assistant Timer in the Table Topics 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. The Timers should also be available for the Contestants' briefing, to ensure the contestants can see the timing device from the speaking area.
4. 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/or stopwatch that the Chief Timer will operate.
 - B. One accurately functioning stopwatch that the Assistant Timer will operate.
 - C. A set of timing cards (green, yellow and red) as a backup 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.
5. Operate the timing lights/cards for the Table Topics Contest as follows:
 - Green light at one (1) minute
 - Yellow light at one and a half (1-1/2) minutes
 - Red light at two (2) minutesLights must stay ON, and cards held UP, until the next light/card (or the end of the speech). Do not hold a card up briefly and then put it down.
6. The Toastmaster will announce the first contestant's name, read the Table Topic twice, and repeat the 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.
7. Timing will end only when the contestant indicates his/her presentation is finished, such as saying "Mr. Toastmaster." If no such indication has been given, timing will stop when the contestant has returned to his/her seat.
8. It is the contestant's responsibility to give the timer a clear indication that the contestant's speech has ended.
9. The timers shall give no indication that the maximum time of two minutes and thirty seconds (2-1/2 minutes) has been reached.
10. The timers should also time the one minute of silence between contestants, and any breaks as requested.