



# TIMEKEEPER'S REPORT

Date: \_\_\_\_\_

Timekeeper: \_\_\_\_\_

| Time allocated (mins) | Time taken (mins) | Assignment                                   | Comments |
|-----------------------|-------------------|--|----------|
|                       |                   | Is the meeting running to time generally?    |          |
|                       |                   | Time started                                 |          |
|                       |                   | Sergeant at Arms                             |          |
|                       |                   | President/Toastmaster                        |          |
|                       |                   | Grammarian (intro)                           |          |
|                       |                   | # 1 Speech Introduction (name)<br>Evaluation |          |
|                       |                   | Speech (name)                                |          |
|                       |                   | # 2 Speech Introduction (name)<br>Evaluation |          |
|                       |                   | Speech (name)                                |          |
|                       |                   | # 3 Speech Introduction (name)<br>Evaluation |          |
|                       |                   | Speech (name)                                |          |
|                       |                   | # 4 Speech Introduction (name)<br>Evaluation |          |
|                       |                   | Educational (name)                           |          |
|                       |                   | Table Topics (general)                       |          |
|                       |                   | - (members name)                             |          |
|                       |                   | Table Topics Evaluation                      |          |
|                       |                   | Other activities                             |          |
|                       |                   | Supper                                       |          |
|                       |                   | Club Business                                |          |
|                       |                   | Grammarian (introduction & report)           |          |
|                       |                   | Memory Master                                |          |
|                       |                   | General Evaluator                            |          |
|                       |                   | Time Finished                                |          |

**Notes:**

- Aim: keeping track of time (buzzer is only used in competitions, or if specified by Toastmaster of the meeting)
- Make sure the lights and stop-watch are working properly
- Make sure each speech evaluator tells you the length of the speech (e.g. 5-7 minutes)
- Explain your assignment
- Give the report at the end of the meeting
- Credits: Competent Leadership Projects 1, 2, 3, 4