

## Guest Sign In Sheet



	Name	Email Address	Phone Number
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# Timer Log

Role	Name	Green	Yellow	Red	Disqualified	Final Time
TT Speaker 1		1:00	1:30	2:00	2:15	
TT Speaker 2		1:00	1:30	2:00	2:15	
TT Speaker 3		1:00	1:30	2:00	2:15	
Speaker 1		min	max-1min	max	max+30secs	
Speaker 2		min	max-1min	max	max+30secs	
Speaker 3		min	max-1min	max	max+30secs	
Evaluator 1		2:00	2:30	3:00	3:15	
Evaluator 2		2:00	2:30	3:00	3:15	
Evaluator 3		2:00	2:30	3:00	3:15	

## WHEN YOU ARE TIMER

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

It is the timer's responsibility to confirm the length of the speeches being presented before the start of each meeting. The Toastmaster of the meeting will call on you to explain the timing rules at the start of the meeting. Be clear and concise as you describe your duties and report times to the club. The timer's role is fundamental to the success of every meeting.

- ▶ Throughout the meeting, listen carefully to each member and signal speakers based on the policy of your club. You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.

- ▶ Record each participant's name and the exact time they required to complete their speech.
- ▶ When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker's name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

## AFTER THE MEETING

- ▶ Return the timing equipment to the sergeant at arms.
- ▶ If your club secretary maintains records of speech times in meeting minutes, give the completed timer's report to the secretary.

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



# Ah-Counter Log

Role	Name	Sounds	Connectors	Filler	Phrase Repeat
		<i>ah, uh, er</i>	<i>And, Well, But, So</i>	<i>Like, You Know</i>	
<b>Toastmaster</b>					
<b>Topicsmaster</b>					
<b>TT Speaker 1</b>					
<b>TT Speaker 2</b>					
<b>TT Speaker 3</b>					
<b>Speaker 1</b>					
<b>Speaker 2</b>					
<b>Speaker 3</b>					
<b>General Evaluator</b>					
<b>Evaluator 1</b>					
<b>Evaluator 2</b>					
<b>Evaluator 3</b>					
<b>Timer</b>					
<b>Grammarian</b>					

## WHEN YOU ARE THE AH-COUNTER

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include *and, well, but, so, and you know*. Sounds may include *ah, um, and er*. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

- ▶ When introduced, explain the role of the Ah-Counter.
- ▶ Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses. Tally the sounds or words each person uses throughout the meeting.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report.
- ▶ The responsibilities of the Ah-Counter conclude with the meeting.

Ah-Counter \_\_\_\_\_ Date: \_\_\_\_\_



# Grammarian Log

**Word of the Day** \_\_\_\_\_

Role	Name	Incorrect Word Usage	Good Word Usage	Word of the Day
Toastmaster				
Topicsmaster				
TT Speaker 1				
TT Speaker 2				
TT Speaker 3				
Speaker 1				
Speaker 2				
Speaker 3				
General Evaluator				
Evaluator 1				
Evaluator 2				
Evaluator 3				
Timer				
Grammarian				

## WHEN YOU ARE THE GRAMMARIAN

The responsibilities of the grammarian are to introduce new words to members, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

- ▶ When introduced, announce the word of the day. State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.
- ▶ Briefly explain the role of the grammarian.

- ▶ During the meeting, listen to each speaker's word usage. Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.
- ▶ Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report. Offer examples of correct usage in every instance in which there was misuse of grammar. Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

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



# Grammarian/Ah-Counter Log

Word of the Day \_\_\_\_\_

Role	Name	Incorrect Word Usage	Good Word Usage	Sounds	Connectors	Filler	WOD
				<i>ah, uh, er</i>	<i>And, Well, But, So</i>	<i>Like, You Know</i>	
<b>Toastmaster</b>							
<b>Topicsmaster</b>							
<b>TT Speaker 1</b>							
<b>TT Speaker 2</b>							
<b>TT Speaker 3</b>							
<b>Speaker 1</b>							
<b>Speaker 2</b>							
<b>Speaker 3</b>							
<b>General Evaluator</b>							
<b>Evaluator 1</b>							
<b>Evaluator 2</b>							
<b>Evaluator 3</b>							
<b>Timer</b>							
<b>Grammarian</b>							

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The responsibilities of the grammarian are to introduce new words to members, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

## WHEN YOU ARE THE AH-COUNTER

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include *and, well, but, so, and you know*. Sounds may include *ah, um, and er*. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

Grammarian/Ah-Counter: \_\_\_\_\_ Date: \_\_\_\_\_