

## Timer Cheat Sheet

### Before the Meeting

- Get each formal speaker's times and write them in the table below.

### During the Meeting

- Mark every table topics, formal speaker, and evaluator's time in the tables below.
- Use the timing light or flags to indicate to speakers when they have reached the appropriate times.

	minimum	Green	Yellow	Red	maximum
Table Topics	0.5	0.5	1	1.5	2

	Table Topics	Speaker Name	Actual Time (min:sec)	Within Limit?
1			:	Y N
2			:	Y N
3			:	Y N
4			:	Y N
5			:	Y N

	Scheduled Speakers Name	minimum	Green	Yellow	Red	maximum	Actual Time	Within Limit?
1							:	Y N
2							:	Y N
3							:	Y N
4							:	Y N

	minimum	Green	Yellow	Red	maximum
Evaluator	1.5	2.0	2.5	3.0	3.5

	Evaluator Name	Actual Time (min:sec)	Within Limit?
1		:	Y N
2		:	Y N
3		:	Y N
4		:	Y N