MIRANDA TOASTMASTERS TIMING SHEET

	Scheduled Time	Duty	Actual Time
Meeting Times	7.00 pm	SAA calls meeting to order	
	7.30 pm	Chairman calls for General Business	
	7.45 pm	Chairman Introduces Table Topics Master	
	8.15 pm	Chairman calls for a recess	
	8.30 pm	SAA calls meeting to order	
	9.55 pm	Chairman receives control of meeting	
	10.00 pm	Chairman closes meeting.	

	Over/Under	Speaker	Actual Time	#
Table Topics				1
				2
Timer, please give an audible sound at 60 Seconds				3
				4
				5
				6
				7
				8
				9
Time allowed for a Table Topic answer is One Minute, plus or minus 10 Seconds				10
				11
				12
				13
				14
				15
				16
Please record actual time of answer.				17
				18
				19
				20
NB: Do not use lights				21
				22
				23
				24
				25
				26
				27
				28
				29
				30

	Allotted Time	Speaker	Actual Time	#
Speeches				1
Toastmaster *announces time for each* Speech				2
				3
				4
				5
				6
NB: Use lights Green, Amber and Red				7
				8
				9
				10