TIMEKEEPER'S NAME_____ROOM_____ROUND_____

- Practice using stopwatch with judge.
- Enter name & school number before speaker begins.
- Start watch with **FIRST WORD** and stop with the **LAST WORD**.
  Enter the ending time. Let the judge note the time on the ballot.
- Speech length is 3 to 7 minutes. Notify judge if speaker is over or under time and indicate it on timesheet.
- **TAKE BALLOTS AND THE TIMESHEET TO THE OFFICE AFTER LAST SPEAKER HAS BEEN JUDGED. RETURN TO ROOM WITH TOP PORTION OF BALLOT.**
- At end of 2nd round bell, please return room to order, close windows, erase boards and turn off lights.

PARTICIPANT'S NAME & NUMBER	TIME	OVER/UNDER

Rev. 11/05