

TIMEKEEPER SHEET

Time

Meeting Opened: 1 bell at 6.29pm to alert SAA and 2 bells at 6.30pm to commence meeting						
Grammarians: (1 minute)			1 bell at 1 minute			
Humour Spot: (2 minutes)			1 bell at 2 minutes			
Table Topics Commenced:						
Table Topics: (1 Minute)			1 bell at 50 seconds; 2 bells + applause at 60			
Give time range only when giving report						
1	2	3	4	5	6	from
7	8	9	10	11	12	to
Evaluator Uneven: (3 minutes)			1 bell at 3 minutes			
Evaluator Even: (3 minutes)			1 bell at 3 minutes			
Toast: (3 minutes)			1 bell at 3 minutes			
Business Session Commenced: (Notify the Chair when it is 7:30pm by sounding the bell)						
Mover of Motion: (3 minutes)			1 bell at 3 minutes			
Speakers for & against motions: (1 minute)			1 bell at 1 minute			
Right of Reply: (1 minute)			1 bell at 1 minute			
Business Session Closed:						
Parliamentarian Report: (4 minutes)			1 bell at 4 minutes			
10 MINUTE BREAK			1 bell at 9 minutes and 2 bells at 10 minutes			
SECOND HALF of meeting commenced:						
MC Session commenced:						
Speaker 1						
Speaker 2						
Speaker 3						
Vote of Thanks: (3 minutes)			1 bell at 3 minutes			
Evaluator 1: (3 minutes)			green 2 mins; amber 2.30 mins; red 3 mins + 1 bell at 3.30 mins			
Evaluator 2: (3 minutes)			green 2 mins; amber 2.30 mins; red 3 mins + 1 bell at 3.30 mins			
Evaluator 3: (3 minutes)			green 2 mins; amber 2.30 mins; red 3 mins + 1 bell at 3.30 mins			
H.O.M.E.R: (1 minute)			1 bell at 1 minute			
Soapbox: (1 minute)			1 bell at 1 minute			
Soapbox: (1 minute)			1 bell at 1 minute			
Grammarians Report: (3 minutes)			1 bell at 3 minutes			
Timekeeper Report: (2 minutes)			1 bell at 2 minutes			
** Give the Stopwatch to the Secretary next to you – Ask for 'your' time on completion						
Master Evaluator Report: (10 minutes)			green 8 mins; amber 9 mins; red + 1 bell at 10 mins			