

GREENHAND PUBLIC SPEAKING TIMEKEEPER INSTRUCTIONS



1. When a speaker either indicates that they are ready to begin or when they begin their presentation (not their introduction) start keeping time. The timekeeper should stand and remain standing until recognized by the speaker at 6 minutes and again at 7 minutes, 30 seconds.
2. At the conclusion of the speaker's performance, the timekeeper must record the amount of time the speaker used for their presentation.
3. A maximum of 5 minutes for questions and answers will be allotted. The timekeeper needs to time this period and let everyone know when this 5 minutes is done. The timekeeper may interrupt anyone who is speaking (judge or contestant) to indicate that time has elapsed.