

## Timer Online-Meeting Checklist

### Before the meeting:

- Review the Timer [meeting role description](#) on the Park City Toastmasters website.
- Go to <https://www.toastmasters.org/resources/timer-zoom-backgrounds> and download the colored backgrounds for the Timer function.
- Set these as options for your virtual background in Zoom.
- You may want one more background to indicate that you are the timer, maybe one that displays one or multiple clocks.

### During the meeting:

- Add the word Timer to your name in Zoom, e.g. Ralph - Timer
- To indicate the speakers' time status, change your background to the appropriate color. Leave that color up until it is time to change to the next color.
- Record each person's name and time below. Generally, times are as follows, unless otherwise noted:
  - o Speakers **5** **6** **7**
  - o Table Topics **1** **1:30** **2**
  - o Evaluators **2** **2:30** **3**
- As soon as you record the speaker's time, change the background back to your neutral background color.

If you have any questions, please contact a club officer.

#### SPEAKERS

_____	_____
_____	_____
_____	_____

#### TABLE TOPICS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____