

# MACROOM TOASTMASTERS

## TIMEKEEPERS REPORT

(Part I: Oral Report)

Timekeeper: \_\_\_\_\_ Date: \_\_\_\_\_

Madam/Mister General Evaluator, Fellow Toastmasters and Guests, our President opened the meeting at \_\_\_\_\_ and then handed control of the meeting to our Toastmaster for the night \_\_\_\_\_ who introduced the officers for this evening's meeting.

The Topics session was conducted by \_\_\_\_\_ and a total of \_\_\_\_ topics were presented, the most popular being \_\_\_\_\_ receiving \_\_\_\_ contributions.

We had \_\_\_\_ prepared speeches as follows:

	Speaker	Speech Title	Stage	Time Allowed	Time Taken
1					
2					
3					
4					
5					

The prepared speeches concluded at \_\_\_\_\_;

The meeting adjourned at \_\_\_\_\_ and resumed at \_\_\_\_\_.

The Reading was conducted by \_\_\_\_\_. It commenced at \_\_\_\_\_ and concluded at \_\_\_\_\_.

(*optional*) The second topics session commenced at \_\_\_\_\_ and concluded at \_\_\_\_\_.

At \_\_\_\_\_ control of the meeting was handed to you Madam/Mister General Evaluator

This concludes the timekeeper's report.

# MACROOM TOASTMASTERS

## TIMEKEEPERS REPORT (Part II: For Record Purposes)

Timekeeper: \_\_\_\_\_

Date: \_\_\_\_\_

No.	Topic (Brief Title)	No. of Speakers (circle)								
		1	2	3	4	5	6	7	8	9
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

*Ring the bell after two minutes for the first submission on each topic and after one minute for each subsequent submission*

### Evaluation Session

*Time the evaluations and ring the bell as instructed. Timing to start after the speech objectives have been read out.*

	Evaluator's Name	Speaker's Name	Time Allowed	Time Taken
1				
2				
3				
4				
5				

Best Topic	
Best Speech	
Best Evaluation	

Signed: \_\_\_\_\_

*Timekeeper, please hand your report to the Club Secretary*