



**Reef City Cairns Toastmasters  
Time Keeper's Report**

Meeting called to order: \_\_\_\_\_

Role and Name (eg. Speaker 1: Jane Smith)	Requested Time (eg. 5 - 7 mins)	Actual Time
<b>Speakers</b>		
Speaker 1:		
Speaker 2:		
Speaker 3:		
<b>Evaluators</b>		
Evaluator 1:	1 - 3 mins	
Evaluator 2:	1 - 3 mins	
Evaluator 3:	1 - 3 mins	
<b>Table Topics Speakers</b>		
TT Speaker 1:	1 - 2 mins	
TT Speaker 2:	1 - 2 mins	
TT Speaker 3:	1 - 2 mins	
TT Speaker 4:	1 - 2 mins	
TT Speaker 5:	1 - 2 mins	
TT Speaker 6:	1 - 2 mins	
<b>Other</b>		
TT Evaluator:		
Grammarian:	1 - 2 mins	
General Evaluator:	3 - 5 mins	