



## Phoenix Speakers Club rules for timekeeping

- Green** The minimum length of your speech. All speakers should aim for the green light.
- Amber** Prepare to end. The middle of the time range and the speaker needs to start wrapping up and ending their speech.
- Red** The maximum length of a speech. The speaker needs to end their speech as quickly as possible.



The horn will be sounded **30 seconds** after the red light for prepared speeches and evaluations and **15 seconds** after the red light for table topics.

The horn will not be sounded for an Icebreaker speech.

The rules are based on Toastmasters' competition rules where speakers are automatically disqualified if they speak for more than 30 seconds after the red light.

Speakers will not be disqualified in a normal meeting however we use these rules so speakers know what each light means, how long they have to wrap up their speeches and how long they have before the horn is sounded. It also ensures the meetings run on time.