

TIME KEEPERS  
HIGH SCHOOL ORATORICAL CONTESTS  
THE AMERICAN LEGION DEPARTMENT OF MISSOURI, INC.

TIME TABLE

DATE \_\_\_\_\_

Contestant Number	Prepared (5-6 min.)		Assigned (3-5 min.)	
	Min.	Sec.	Min.	Sec.

Penalty (Time) Prepared	Penalty (Time) Assigned	Penalty (Title) Prepared

Signatures:

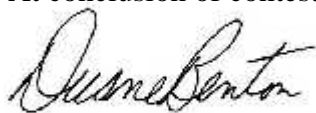
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## INSTRUCTIONS TO TIMEKEEPERS

1. The Chairman will assign Timekeepers to keep an accurate record of the time used by each contestant.
2. Use a stopwatch. Chairman will arrange to obtain one from local high school or other source. Ordinary watches are not suitable for this purpose.
3. Time Cards. Chairman will provide you with time cards.  
Need: County or Group - 3 cards with numerals 4-5-6  
District and Zone - 4 cards with numerals 3-4-5-6  
State Contest only - 6 cards with numerals 3-4-5-8-9-10
4. Timing procedure and duties:
  - a. Start stopwatch the instant the contestant starts to speak after the chairman announce the title of the prepared oration.
  - b. When 4 minutes have been used on Prepared Oration, hold up the card with the number 4 on it in a position that can easily be seen by the contestant. Lower the card as soon as you get the contestant's eye. **Do not hold the card high in the air or wave it. Speakers are under considerable pressure, and this may confuse the contestant.**
  - c. When 5 minutes have been used by the speaker on the Prepared Oration, hold up the card with the number 5 on it. When you have the contestant's eye, lower the card.
  - d. When 6 minutes have been used by the speaker on the Prepared Oration, hold up the card with the number 6 on it. When you have the contestant's eye, lower the card.
  - e. Stop the watch the instant the contestant stops speaking.
  - f. In the State Contest only, follow the same general procedure, except that cards numbered 8-9-10 are used for the Prepared Oration.
  - g. Record the exact time consumed by the speaker in minutes and seconds in the time table. Failure to remain in allotted time is a one (1) point penalty for each minute of fraction thereof. The contest chairman will announce the time and penalties, if applicable.
  - h. The Chairman will announce, for benefit of the judges, the time used by each speaker, immediately after he/she has spoken, and penalty points if applicable.
  - i. Assigned Speech (For District, Zone, and State Contests). The timing procedure is exactly the same as that for the prepared oration. The time cards are to be displayed in the Assigned Speech at the end of 3 minutes, 4 minutes, 5 minutes, and 6 minutes.
  - j. At conclusion of contest, sign the time report and hand it to the Chairman.



Judge Duane Benton  
Department Oratorical Chairman