

## Timekeeper Instructions - Demonstration

- 1- Five minutes will be allowed for set up.
  - a. Set up time will begin when all presentation materials are in the room. When 3:00 minutes of set up time have elapsed, the timekeeper will stand holding a timecard and announce "3:00 minutes." When 4:30 minutes have elapsed, the timekeeper will stand holding a timecard and announce "4:30 minutes."
- 2- When a team either indicates that they are ready to begin or when they begin their presentation (not their introduction) start keeping time. The timekeeper should stand and remain standing until recognized by the team chair at 10 minutes and again at 14 minutes, 30 seconds.
- 3- At the conclusion of the team's performance, the timekeeper must record the amount of time the team used for their presentation.
- 4- A maximum of 5 minutes for questions and answers will be allotted. The timekeeper needs to time this period and let everyone know when this 5 minutes is done. The timekeeper may interrupt anyone who is speaking (judge or contestant) to indicate that time has elapsed.
- 5- Five minutes will be allowed for take down.