



## TIMEKEEPER DUTIES

The Timekeeper is present to assist with the flow of the student presentations, timeliness of the competition round, and maintain organization in their individual room. The timekeeper's role is to **time the presentations** and the judges' question & answer sessions, and to **provide cue cards** at specific moments during the presentation.

1. Time the presentations:
  - Students have 8.5 minutes to present their business plan.
  - Students are allowed 30 seconds after introducing themselves and handing judges business cards/promotional items to present an elevator pitch. Time starts after this 30 seconds as soon as the student clicks to their first slide.
  - **If time is called** before the student has finished presenting, he or she will need to complete that sentence and stop presenting at that point in the presentation.
  - **Recommend downloading Timer+ app**
2. Provide Cue Cards
  - You will have cue cards to raise when there are 5 minutes left, 3 minute left, and 1 minute left.
  - Please call time verbally if students do not hear the beep of the stopwatch/phone.
3. Time Judge's Q&A sessions:
  - Judges have 3.5 minutes exactly to ask questions.
  - **If time is called** before the judge has finished asking a question, he or she will need to complete that sentence and stop speaking at that point in the Q&A session.
4. Time Judge's Scoring and Feedback:
  - Judges have 3 minutes to tally scores and write feedback on the rubric.
  - Once you and the judges are ready, the Room monitor will introduce the next presenter to begin.

## THE PROCESS

- Welcome & Introduction from Room Monitor
- Introduction of Judges & Timekeeper
- The Entrepreneurs Present their plans
  - ❖ Entrepreneur greets judges, distributes materials & samples
  - ❖ Entrepreneur has 8.5 minutes to present his/her Business Plan (time begins when entrepreneur clicks to first slide)
  - ❖ Judges have 3.5 minutes for Q&A
  - ❖ Judges have 3 minutes to complete the judging form & write down constructive feedback & praise for the entrepreneur
  - ❖ Once judges are ready, next entrepreneur begins presentation
- After all presentations are complete, Judges have 30 minutes for debriefing and deliberation, assisted by Room Monitor and the Timekeeper.