

TABLE TOPICS MASTER

These notes are to help you prepare for your role as Table Topics Master at the next Toastmasters meeting. Table Topics Master's Duties: Responsible for preparing and running the Table Topics session.

A. BEFORE THE MEETING

- 1.) Confirm your assignment with the Chairman as soon as possible and enquire about the theme of the meeting.
- 2.) Obtain a substitute if you will be unable to attend, advise the Chairman.
- 3.) Prepare sufficient topic material for the session. Please read the Toastmasters C & L Manual on Table Topics for detailed information on the preparation of this material.
- 4.) Prepare an introduction to the Table Topic session.

B. AT THE MEETING

- 1.) Introduce Table Topics

The purpose of Table Topics.

Theme of this Topic Session.

*Guest participation (optional, but very welcome!).

Timing of lights. Green at 30 sec.; Amber at 45 sec.; Red at 1:00 min. Speaking order (At this time in the process hand out the first assignment to give the first speaker time to prepare)

Methodology you will use (envelope, debate, story be creative!)

Time people may look at topic (prepare).

- 2.) Remain standing, e.g., behind the lectern, to have control of the meeting. The Table Topics speeches are addressed to you, not the members of the audience or any one else.
- 3.) Make closing remarks for Topics session. Remind members to vote for the best Table Topic Speaker and pass the ballots to the "Vote Counter".
- 4.) Return control of the meeting to the Chairman, use gavel