

TOPIC MASTER

Before the meeting starts, make sure get a Best Table Topics Ribbon to award at the end of the meeting!

Theme

- You can choose a topic that goes with the Toastmaster's meeting theme or you can choose your own theme for Table Topics
- Centralize your questions around this theme
- Make sure the questions are open-ended rather than yes/no or ask "and why?"
- Ask questions that anyone could answer or provide enough background on the theme or question so that anyone could respond to it

Number of Questions

- Note the time left in the meeting when you are introduced
- Have at least 3 questions prepared
- For voting on best Table Topics, try to ensure that at least 3 people qualify to be voted on. If one speaker never got to the green light, ask a 4th question.

Table Topics Speakers

- You have the option of asking for volunteers or choosing respondents
- If you choose your respondents,
 - Never choose a visitor
 - Try to pick those who do not have a role in that day's meeting
This allows everyone to have a chance to speak

At the end of your table topics

- Ask for Time Keeper's Report on who qualified for table topics voting
- Ask members to cast their votes and pass them to you
- Once all votes have been collected, tally up the votes
- When General Evaluator asks for the Table Topics winner, announce the name, and award the winner with the Best Table Topics Ribbon