



Table Topics Master

The Table Topic Master is responsible for hosting the table topic session. You explain the importance of the table topic session, pick members and guest and ask them the table topic question that you have prepared. You make the table topic session fun and interesting and ensure the professionalism and efficiency of our events.



Speaking	★★★	Arrive by	5:50PM
Leadership	★★★	Speaking Time	3-5 min
Organization	★★★		



Before the meeting

- Ask the VP Education how much time is allotted to the Table Topics segment. If there are less than 2 speakers, you may have 6 Table topics,
- Prepare at least 6 questions. Make questions as concise and understandable as possible,
- Prepare props or any other materials you plan to use.

During the Break

- Ask members and guests if they would be interested to participate in the table topic session. Get around 3-6 volunteers,
- Check the agenda and ask members who have no speaking role or only a minor role.

During the Table Topics Session

- At the beginning of the table topic session, using your own words, give a brief description of Table Topics (2 to 3 minutes):
 - Be positive and try not to scare potential speakers,
 - Mention the benefits of Table Topics and their importance.
- Ask the timer to describe the timing procedure,
- Explain that there will be a voting procedure at the end,
- **Always ask an experienced member to go first,**
- Ask the question first and then announce who should answer.
- Shake the speaker's hand, and stand off to the side to give the stage to the speaker,
- At the end of each table topic, choose a toastmaster to perform an instant evaluation for the table topic, **unless there is a dedicated Table Topics evaluator,**
- Repeat this process with two more speakers,
- Check with the Timer, and invite more speakers if there is time,
- Thank the speakers and ask the timer if there were any disqualifications,
- Invite members of the audience to vote for the Best table Topic Award,
- Remind the audience of the names of the speakers and their respective topics,
- Ask the Sergeant-at-Arms to pass the ballot box,
- Return control of the meeting to the Toastmaster.

After the meeting

- Mingle with the Table Topics speakers, and ask them about their experience, especially guests and new members. Reassure and remotivate them.

 ***Rock Your Role!***

- Remember, the aim of Table Topics is not to embarrass the speaker, but rather to challenge him/her,
- Avoid long and detailed questions that will confuse the speaker,
- Ask experienced member to go first so that they demonstrate how a table topic is done,
- If you would like a guest to participate, approach him or her privately before the meeting or during the break and obtain their permission,
- choose the questions based upon the meeting theme.