

## Topic Master Hints

Your goal is to give everyone a chance to speak who does not have a function

### Before the meeting

- Develop 10 - 12 questions based on the theme of the evening which you will ask during your segment of the meeting. Have fun choosing your questions but keep the question short and focused.

### At the meeting

- **Come 15 minutes early** to meet with the Toastmaster & General Evaluator to go over who's in attendance & who need to be asked a table topics question. **Eliminate those members with major functions (Toastmaster, General Evaluator, speakers and evaluators) altogether.**
- If the attendance is low and you need to enlist those in attendance with functions to participate in table topics start with those with lesser functions such as the Word of Wisdom functionary and Jokemaster. Start at the bottom of the schedule and work your way up.
- Obtain the certificates for the winners of Best Table Topics, Best Speaker, Best Evaluator from the Sergeant at Arms prior to the start of the meeting. Have the president sign each blank certificate. If he/she is not in attendance ask another officer to do so.

### During Your Portion of the Meeting

- The Toastmaster for the day will introduce you. You then are to explain the purpose of Table Topics to the audience. This is especially important for guests. You could remind them to use the word of the day and also of the time limits. Inform the guests that they will be invited to participate if they wish. No pressure
- One of the mistakes that the Table Topicmaster makes is taking up too much time warming up the audience with their own comments, which cuts into the time of participants. Hold these warm comments to about a minute.
- For the greatest effectiveness ask the question first and then choose the person to speak. This is the preferred way because everyone has to listen to the question.
- Try to finish up by 7:30 PM. Ask the General Evaluator to help you watch the time.
- Ask for a timer's report and ask members to vote for the person who they believe gave the best presentation.
- Return control of the meeting to the Toastmaster

### Near the end of the meeting

- The General Evaluator will have the members pass their ballots to you. You count the ballots and write the names of the winners on the corresponding certificates.
- As soon as you have completed filling in names of all certificates (best table topics, best speaker, best evaluator, give them to the General Evaluator who will present them to the winners. Your job has then ended.

There's more help in your competent communication Manual.

REACH YOUR GOAL - GOOD LUCK - MAKE IT FUN!