

Welcome, Table-Topics Master

As Table Topics master, you will challenge members and guests (primarily) to think on their feet by giving them fun, interesting and challenging questions in-line with the Chairperson's theme. You can get creative and fun, the sky's the limit!

When you are introduced by the Chairperson and take the stage, **take 60 seconds to tell everyone the purpose of Table Topics**: a fun way to improve impromptu speaking skills and think on their feet.

Before you begin calling on speakers, **remind** all members about the timing for Table Topics speeches and the Table Topics Evaluation (G = 1:00, Y = 1:30, R = 2:00, clap-off = 2:30).

Also, show the Table Topics Ballot and let the audience know that they will be voting at the end for their favorite Table Topic speaker so to remember names.

Important: Please use the following format in calling on speakers:

- 1) First choose MEMBERS that have not yet spoken in the meeting.
- 2) Then choose MEMBERS, even if they have spoken, but not done a speech (i.e. roles or chairperson.)
- 3) Then gently ASK (do not force) guests if they would like to participate. If they say no, respect that and move on. It might also be a great idea to ask guests before Table Topics if they would like to participate. This way, you are informed in advance!

Communicate with the Timer after several speakers have spoken to make sure you have enough time to ask other speakers to come onstage. When the time is up for Table Topics, indicated by the Timer, **remind everyone** to vote for the best Table-Topics speaker. Let everyone know that you will swing around and pick up the ballots, and then pass the meeting back to the Chairperson. **Never leave the stage empty!** Once you shake hands with the Chairperson, leave the stage and begin picking up the ballots from everyone.

Count through them at your seat or at a table away from everyone, and once you have the winner in mind, you will be called upon at the end of the meeting to announce the winner, present them the Table Topics ribbon, and smile for a photo!