



Table Topics Master Checklist

✓	Items to remember	Comments
	Before the meeting	
	<p>Select a meeting theme if one has not already been selected.</p> <p>Notify the VP of Education of the meeting theme as soon as possible so that it can be placed on the meeting agenda.</p>	
	<p>Think of 5 - 7 questions that relate to the theme of the meeting. They should be short questions, only 1 or 2 sentences long.</p>	
	At the Start of the meeting	
	<p>Make a note of those people who are at the meeting, but have no speaking role. You will want to call on these people.</p>	
	During your part of the meeting	
	<p>As you begin, remind people to use the Word of the Day.</p>	
	<p>The Table Topics Master should do his/her best to give all attendees a chance to speak, to that end...</p>	
	<p>1.) Most Important - First ask questions of people who have no role in the meeting.</p>	
	<p>2.) If you have exhausted all other possibilities, you may ask questions of the 6 people in the meeting who should not ordinarily get table topic questions: the Toastmaster, General Evaluator, Speakers 1&2, and Evaluators 1&2.</p>	