# TABLE TOPICS MASTER                    ASCOT SPEAKERS

Keep your comments short. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.

## INTRODUCTION (1-2 MINUTES) copy your finalised text below

*why, how, timing*

## TOPICS

*state topic first, then call up a speaker*

| # | TOPIC | SPEAKER'S NAME | SPEECH SUBJECT (1-2 words) | SPEECH TIME M:S | ELIGIBLE FOR VOTING? |
|---|---|---|---|---|---|
| 1 | | | | | ☐ |
| 2 | | | | | ☐ |
| 3 | | | | | ☐ |
| 4 | | | | | ☐ |
| 5 | | | | | ☐ |
| 6 | | | | | ☐ |
| 7 | | | | | ☐ |
| 8 | | | | | ☐ |

**Call last speaker by: _____pm      Timer to report at: _____pm**

Timer: 1) Was everyone within time? 2) Please give your report

## CLOSING

**PROVIDED at least 3 topic speakers were within time**:

1. explain you're about to call for a vote for Best Table Topic Speaker, however, **first** you will recap
2. recap all topics in **30s** in the form of "Jane told us about her dog, Nigel talked about his holiday"
3. ask people to vote, then immediately ask the Timer for a minute on the clock
4. when you hear the bell 🔔hand back to the Toastmaster of the Evening

**OR LESS THAN 3 topic speakers were within time**:

1. explain we would normally vote for Best Table Topic Speaker now, however, at least three needed to be on time
2. hand back to the Toastmaster of the Evening

*Last updated: 6 Apr 2016*

# CHECKLIST

## BEFORE THE MEETING

☐ • Has the Toastmaster of the Evening set a theme?

☐ • Prepare up to 8 topics

☐ • Prepare your introduction (up to 2 mins)

☐ • Calculate the time that the last speaker will be called up by (subtract **4 mins** from agenda item "End of Table Topics speeches. Timer's report.")

## DURING THE BREAK

☐ • Get both sign-in sheets

☐ • Compile a list of possible speakers *(see below)*

☐ • ask every Toastmaster whether they want to do a topic (except the Table Topics Evaluator, Grammarian & Timer)

☐ • ask **every** guest whether they'd like to do an impromptu speech

☐ • Make a list of speakers in the order they'll be called up *(see below)*

## BEFORE THE END OF THE BREAK

☐ • **Return the sign-in sheets to the sign-in tables**

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### How to make a list of possible speakers

Work down this list until you have the name of 8 people

1. any Toastmaster without a meeting role
2. 1-2 guest guests
3. Toastmasters who have agreed to do a topic (except Table Topics Evaluator, Grammarian, Timer)

### How to make a final list of speakers

Using the list of possible speakers – call people in this order:

1. an experienced Toastmaster
2. a club member
3. a club member
4. a guest
5. a club member

6 onwards.  Toastmasters and one more guest