

TABLE TOPICS MASTER GUIDELINES Revised July 2014

Pre-prepare 12 questions to ask the members and up to 2 visitors.
Do not make your questions lengthy.

Arrive early and speak with the VPE and VPM prior to the meeting regarding the following:

The **VPE** will advise you on members who have small roles (Humour Spot, HOMER, Toast, Vote of Thanks, Your Say) as these members have priority to a question.

The VPM will advise you whether the visitors wish to participate. Do not ask them yourself. If yes, pick an easy question towards the end. Visitors have only two opportunities to answer questions. Once they have had two questions they do not get a question.

Provide the Uneven and Even evaluators a list of their questions.

Make your way to the lectern as Humour Spot finishes so you are ready at side to be called to lectern by the Chairman.

Accept control of the meeting and state the purpose of your role.

Introduce the Timekeeper and ask for a bell at 50 seconds and 2 bells and applause at 60 seconds.

Introduce the Uneven and Even evaluators.

Number the questions as you ask the question, then nominate a person to answer it, according to the Priority sheet.

After the Table Topics have been completed, introduce the 'Toast of Week'.
(Have a glass with you to be able to join in the toast)

Introduce the Uneven Evaluator.

Introduce the Even Evaluator.

Thank all participants and hand control of the meeting to the Chairman.

Ideas for Table Topics

Newspaper or magazine articles

Yellow Pages - open up randomly, asking the person to explain the business

Have questions relating to a theme perhaps – eg Easter, Halloween

Have an ongoing story – set the scene and ask for what happens next