

Table Topics® Master Online-Meeting Checklist

Before the Meeting:

- Review the Table Topics Master [meeting role description](#) on the Park City Toastmasters website.
- Prepare questions based on the Theme of the Day.
- *Optional: coordinate with the Grammarian to know the Word of the Day prior.

At the Meeting:

- Add Table Topics to your name in Zoom, e.g. Ralph – Table Topics.
- During the roll call, make a note of members who have roles. Unless the meeting is sparsely attended, do not call on these people for Table Topics.
- Before beginning Table Topics, remind the group who the Timer is and that responses should be 1 to 2 minutes.
- Remind members to use the Word of the Day to challenge themselves and qualify for an award. If the Grammarian has not re-entered the Word of the Day in the chat box, remind them to do so.
- For Table Topics, first call on club members who do not have a role.
 - Next, you may call on members from other clubs who may be attending.
 - Next, you may call on former club members who may be attending.
 - Next, you may call on members with minor roles like Vote Counter and Ah-Master.
 - If only guests remain to call on, ask them first if they would like to participate.
- If you are unsure of member statuses, ask the club President, VP Membership, or other club officer by using a private message in the chat function. It is also helpful to pay attention to the recognition of guests at the start of the meeting.
- Ask for a Timer's report and Word of the Day usage for Table Topics participants.
- Conclude with reminding the group who qualifies for voting, and hand the floor back over to the Toastmaster.