

Tabletopics Master

Strive to make this impromptu session fun, creative, and challenging.

Before the Meeting

- **Review** theme for the meeting and try to tie in to your topic.
- **Choose a** topic and prepare any items needed (if applicable).
- **Ensure you have a clear objective.** Are you trying to develop creative thinking, sales/persuasion, listening, vocal variety, or body language skills?
- **Keep** topics relevant. E.g. Topics that might be discussed at a dinner party, a networking event or with the president of your company in a 60 second elevator ride?
- **Ensure** the topic is simple to explain & understand.
- **You should have at least 35 unique topics available. Check the timing with the chair.**

Upon Arriving at the Meeting

- **Gather tin** for voting sheets and **2 ribbons** for winners.
- **Setup** any needed requirements for your topic selection and delivery.

During the Meeting

- **Write** down the names of all **Guests** to smooth out introductions during table topics
- **Explain the purpose of** Tabletopics and why it is valuable.
- **Explain** your topic and objective.
- **Advise** members/guests on timing – dependant upon # of members.
- **Advise** Timer of timing and lighting expectations. The recommended timing is Green @1 min, Yellow at 1 min 30 seconds and Red at 2 minutes. There is always a 10 second “grace period” before the green and after the red. For example, using the times above, anyone speaking less than 50 seconds (1 minute less 10 seconds “grace”) or more than 2 minutes 10 seconds (2 minutes plus 10 seconds “grace”) would be disqualified.
- **Advise** Word of the Evening expectations. (mandatory or not)
- **Advise** that Guests participation is optional, but participation is encouraged
- **Advise** if members should stand at their seat or go to the lectern. And the speaking order.
- **Explain** voting process.
- **Ask** if anyone has any questions before you begin.
- **Introduce** each member/guest by name to begin.
- **If** members/guests are going to the lectern to speak, shake each person’s hand as they arrive at the front.
- **Applaud and thank** each member/guest once they’ve completed speaking. (This is a big accomplishment for many people)
- **After** everyone has spoken, ask Timer for disqualifications for timing and ask Ah-Counter/Grammarian for disqualifications on word of the evening (if it was mandatory).
- **Guide** members/guests to voting sheets for their 1st and 2nd place choices.
- **Advise** that the tin will be moving around the table to collect the ballots and that the winners will be announced during the Reporting session later in the evening.

Meeting Reports

- **When** called on by the Chairperson, announce the 1st and 2nd place winners. In the event that a GUEST should win either 1st or 2nd place, you must still provide the name of the member who was in 3rd place. Announce the 2nd place winner first, then the 1st place winner.
- **Congratulate** all winners.