

Topicmaster Guidelines for The Austin Toastmasters Weekly Meeting

*The table topics portion of the meeting should take **15 minutes** (~ 6 topics) for a standard 4-speaker meeting. The number of topics may be increased if there are less than 4 speakers, or decreased if some of the speakers have 10-minute speeches. Work with the Toastmaster to determine the number of questions to be asked. Be prepared for more than 6 questions in case there are last-minute dropouts.*

Theme:

It is the Topicmaster's responsibility to come up with a theme for the meeting, although it is customary to get buy-in from the Toastmaster.

1. Brief Opening Commentary:

2. Topic Questions:

Speaker 1:	Question:
	Answer Summary:
Speaker 2:	Question:
	Answer Summary:
Speaker 3:	Question:
	Answer Summary:
Speaker 4:	Question:
	Answer Summary:
Speaker 5:	Question:
	Answer Summary:
Speaker 6:	Question:
	Answer Summary:
Speaker 7:	Question:
	Answer Summary:
Speaker 8:	Question:
	Answer Summary:

Each question should be brief (~12 words in length) to allow more time for the table topic speakers. Call on members only, non-role players first, then minor role-players. Arrive early to take note of members as they walk in. Check with the Toastmaster for last-minute agenda changes to ensure you do not call on a major role-player.

3. Ask Timekeeper if all speakers were on time.

Cross any speaker off the list above who ran over or under time.

4. Ask membership and guests to vote. Review eligible speakers with brief summary of responses.

5. Return control of the meeting to the Toastmaster.