

Topic Master Checklist

Explain your topics theme or point of view and how you will conduct the topics session

Remind them to use the Word of the Day!

ORDER OF CALLING SPEAKERS

- 1. Members who have no role or minor roles**
- 2. Ask guest if they would like to participate**
- 3. If time permits, call on Toastmaster, General Evaluator, and Evaluators**
- 4. If any time left, call on prepared speakers**

Call your last table topics speaker by 7:30 PM

Ask Timekeeper for timers report

Ask Grammarian who used Word of the day

Call for Best Table Topics Speaker vote

Return conduct of the meeting to the Toastmaster no later than 7:34 PM