|  |  |
| --- | --- |
| stack of three books  | Book Club Checklist Whether you're looking to read the classics, discover new authors, or create connections over a shared hobby, here's a checklist you can use to craft your very own book club.  |
| Before you start a book club, answer these questions [ ]  What type of members do you hope to attract? Academics? Bibliophiles?[ ]  How many members will be allowed? Smaller is better, between 4–8.[ ]  Will the club focus on a specific genre, or will there be flexibility?[ ]  Where and when will the club meet for the first time?[ ]  How many people can the venue accommodate? Will there be a charge to rent the venue?[ ]  Are you going to provide refreshments for the first meeting?[ ]  How do you plan to invite and attract members to the club?[ ]  How are you going to lead the first meeting?[ ]  Are you going to send reminder and thank-you emails before and after meetings? |
| First meeting points for discussion [ ]  Decide how refreshments will be organised for each meeting.[ ]  Determine if membership fees need to be charged to cover the venue rental and refreshment cost, and how they will be collected.[ ]  Select a location for meetings, for example, a restaurant, coffee shop, bookstore, church hall, or someone’s living room.[ ]  Determine the frequency and time of meetings. Use Outlook to schedule group activities.[ ]  Assign a leader for each meeting.[ ]  Assign someone to take notes and manage the reading list. Use OneNote to take notes and share lists with the group.[ ]  Discuss how books will be chosen.[ ]  Decide on a price limit for each book.[ ]  Collect member contact details, including emails. Create a contact group in Outlook to make club communications easy. |
| Options for choosing books [ ]  Allow each member to make suggestions, then take a vote.[ ]  Search the internet for book club lists and choose from those.[ ]  Search for book reviews, then choose from the best.[ ]  Decide on a writer and let members choose books from the writer’s collection. |
| Questions for kick-starting discussions [ ]  Did the book appeal to you? Why or why not?[ ]  Why do you think the author choose the title?[ ]  What did you think of the character, plot, and theme development?[ ]  Which parts or aspects of the book didn’t you understand?[ ]  Read your favorite passage or quote to the group. Why is it your favorite?[ ]  What are the similarities to other books? |