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| 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? | |