

# Book Club

## checklist



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### Before the Book Club Starts

- Choose whom you will invite and the focus - parents, teachers, both, others?
- Choose the kind of book club you want.
- Will you read one book, or several?
- Create discussion questions.
- Read the book before you start the book club.
- Choose the dates you will meet.
- Create a calendar of dates/times to share with your participants.
- Create a simple flyer or social media posts.
- Announce your book club.
- If your book club is in a live location, plan for the space and logistics.
- Send out a reminder emails.
- Be sure there will be no distractions or interruptions
- Set up your computer tech and make sure you have good lighting if gathering on Zoom, etc.

### During the Book Club

- Do introductions/ice breaker.
- Create shared agreements/expectations.
- Use a discussion guide or open discussion with general questions.
- Facilitate discussion by commenting or adding follow-up questions.
- Encourage everyone to participate, but don't push too hard with introverts.
- If it's a larger group, consider breaking people up into pairs or groups of 3-4 for a short time, then regroup to the main group.
- Help everyone stay focused on the book and facilitate any questions/confusion.
- Have fun and do a deep dive discussion!
- Close with a recap and instructions on when the next meeting will be, other instructions such as what chapters to review.

### Other Considerations

- Community or individual projects connected to the book.
- Allow other members of the club to lead discussions from time to time.
- Create child-appropriate questions for discussion or family activities that parents can do with their children after book club or classroom activities teachers can do with their students related to ideas in the book. Then have them report back to the club about how they went.
- Ask the author to attend one of the book club meetings. Plan this ahead of time and be sure to let the author know whether you will be interviewing them or if they should prepare something to say.



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