

# Your next meeting, on one page.

Plan the essentials, choose three questions, and leave with a next step.

## 01 The essentials

### BOOK AND AUTHOR

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### DATE, TIME AND TIME ZONE

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### HOST / FACILITATOR

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### LOCATION OR JOINING ARRANGEMENTS

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### READING SCOPE / SPOILER BOUNDARY

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## 02 Three questions to get people talking

1. 

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2. 

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3. 

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## 03 Keep an eye on the time

Arrival: \_\_\_\_\_ First impressions: \_\_\_\_\_ Discussion: \_\_\_\_\_

Break (if needed): \_\_\_\_\_ Finish: \_\_\_\_\_

## 04 Before everyone leaves

### NEXT BOOK OR SELECTION DEADLINE

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### NEXT MEETING / WHO WILL CONFIRM IT, AND WHEN?

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### ONE THING TO KEEP OR CHANGE

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