

Your next meeting, on one page.

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

01 The essentials

BOOK AND AUTHOR

DATE, TIME AND TIME ZONE

HOST / FACILITATOR

LOCATION OR JOINING ARRANGEMENTS

READING SCOPE / SPOILER BOUNDARY

02 Three questions to get people talking

1.

2.

3.

03 Keep an eye on the time

Arrival: _____ First impressions: _____ Discussion: _____

Break (if needed): _____ Finish: _____

04 Before everyone leaves

NEXT BOOK OR SELECTION DEADLINE

NEXT MEETING / WHO WILL CONFIRM IT, AND WHEN?

ONE THING TO KEEP OR CHANGE
