

BOOK CLUB AGENDA TEMPLATE

Meeting Location: _____ Meeting Time: _____

Host Information:

Host Name: _____

Contact Email/Phone: _____

Book Details:

Title: _____

Author: _____

Genre: _____

Pages: _____

Publisher: _____

Agenda Items:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Book Discussion
4. Member Opinions and Insights
5. Related Media or Author News
6. Upcoming Books and Selections
7. Event Planning and Announcements
8. Open Floor for Member Comments
9. Next Meeting Date and Location Confirmation
10. Adjournment

Attendees Confirmation:

Please list the names of members expected to attend the meeting. Attendance confirmation is important for planning purposes and ensuring sufficient accommodation and materials.

Discussion Guidelines:

1. Respect all members' opinions and allow everyone a chance to speak. 2. Keep discussions focused on the book and related topics. 3. Avoid spoilers for members who have not completed the reading. 4. Encourage open and inclusive dialogue. 5. Maintain confidentiality of personal shared stories or insights. 6. Use constructive criticism when discussing the book or its themes.

Additional Notes:

HOST'S SIGNATURE

SECRETARY'S SIGNATURE

Signature: _____

Signature: _____

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