

## **Ten Tips for setting up a group**

1. Decide what type of a group you want. Is it aimed at a particular audience (e.g. over 55s; young parents) or do you want a wide social mix?
2. Choose a place and time to meet that suits your target audience. Older people may not want to come out on dark winter evenings; working people are rarely available during the day.
3. Publicise the meeting at places your target audience will see it and provide contact details for those unable to come to the first meeting. Your local library may be able to help you, and may know of people looking for a reading group.
4. If you want to meet in a public place such as a library, you will need to check the availability of the building. Some groups choose to meet in each other's homes.
5. Think about the size of your group. Too large and it will be unwieldy, too small and you may find it hard to get good discussions going. Six to twelve people is a good size.
6. A monthly meeting suits most groups. Some choose to take a break during the summer and/or in December.
7. You may not decide this until the first meeting, but consider how much time each will last. A two hour meeting is enough time to allow for refreshments, discussion of your chosen book, and to talk about any other news or ideas for the future.
8. Register your group with your local library. The library will supply a group ticket. The group ticket allows you to have more books and for a longer time than an individual ticket
9. One person should co-ordinate the group. The coordinator should give their contact details to the library. The coordinator is responsible for ordering titles and ensuring that all books in a set are returned to the library. The Library will contact the coordinator if there is a problem.
10. It is a good idea for this coordinator to have the contact details of all the members of the group.