

The Busy Writer's Book of Checklists

Checklist 14 – Organizing a “Mostly Social” Writer’s Group

Aspects of the Group Meeting to Consider	
Done	<i>A 'mostly social' group is all about support and fun with like-minded people. If you are setting up and running a social group for writers, these are some of the things you need to consider.</i>
<input type="checkbox"/>	Where do you want your meetings to be held? (One venue all the time? Private house or public hall? Members to take turns hosting?)
<input type="checkbox"/>	How often will meetings be held? (Monthly? Two-Weekly? Weekly?)
<input type="checkbox"/>	On what day and at which time will the group meet? (Morning, afternoon or evening? Weekday or weekend?)
<input type="checkbox"/>	Will there be a restriction on group numbers? Who will decide this?
<input type="checkbox"/>	Is there a process for admitting or voting in new members?
<input type="checkbox"/>	How will refreshments be served? (Roster? Host provides? Restaurant? Snacks or full meal?)
<input type="checkbox"/>	Will refreshments be served at the beginning or end of the meeting?
<input type="checkbox"/>	Who will run the meetings? (Is there a different organizer for each meeting, or will one person be elected each year?)
<input type="checkbox"/>	Is there going to be a group newsletter? (If so, who will collate it? Who will contribute? Who will send it?)
<input type="checkbox"/>	What is the meeting format? (Is it completely social, or will it encompass a discussion about writing? Will the group decide on a topic ahead of time, and choose one person to present it, or will everyone take turns to speak on the topic? Will any writing be presented for discussion, or will this be a between-meeting thing organized by individuals who want feedback?)
<input type="checkbox"/>	Will the group be organizing any longer social events? (e.g. yearly weekends away or writing workshops?)
<input type="checkbox"/>	Will the group provide support for writing time for members who need it (e.g. in the form of babysitting for frazzled parents, or relief for a writer who is chief carer.)
<input type="checkbox"/>	<i>Other Aspects of Organizing a Social Writer's Group:</i>