



Book Club Guidelines

Welcome to the Words of Windsor book club family! We're glad you're here and we want to make sure everyone is on the same page for expectations and timelines. Book Clubs that average 5+ copies per month will receive 20% discount; those that average fewer than 5 copies will receive 10% discount. Club purchases will be reviewed and updated in July and January. New Book Clubs will automatically receive the 20% discount for their first six months before being reviewed and then put on the regular schedule after that initial review.

All emails concerning Book Clubs will come from and should be sent to **customerorders@wordsofwindsor.com**.

All Book Clubs are asked to please:

- Name your Book Club. This helps us keep everything organized. (And it's fun like your own little book gang!)
- Complete your registration form fully so that we may best serve you and your reading needs.
- Remind members to tell staff the book club name when coming to purchase books so we pull the correct book.
- List a book club contact person when registering, including name, email, and phone. This person will receive the link to complete your monthly book requests, be informed when books have arrived, and receive any other information we need to pass along to the group.
- Update us if your contact person changes.
- Send your book selection to us via the Google form 6–7 weeks before your book discussion. Our goal is to have the book available to purchase one month before your scheduled discussion date to allow everyone sufficient time to read the book.
- Notify us if you will skip a month by completing the Google form. Enter the date your meeting normally would be and enter "No book this month" When it asks for title.

Book Clubs that will be meeting at Words of Windsor are also asked to please:

- Be consistent with meeting days/times so that others may schedule their events. If you need to change dates, please let us know as soon as possible.
- Clean up the loft when your meeting is done. This includes vacuuming if food/drink are consumed and putting trash in the bin. Chairs and tables may be left where they are.
- Check calendar before requesting loft usage via the Google form and please enter loft usage requests at least 3 weeks before event.