

Critique Group Worksheet

Structure of the Group

1. What happens at meetings? Read and critique? Writing prompts? Write together on your own projects? Speaker? Social time? Food/Drink?
2. How often to meet?
3. Length of a meeting?
4. Where to meet?
5. How many reviews per meeting?
6. How much time per submission?
7. Read before the meeting or at the meeting?
8. Verbal or written feedback?
9. Any other activities—ie. travel together to Writing Conferences?

Membership

1. Open group or closed? Specific genre? A specific type of writer?
2. If closed, how to bring in new members? Sample of writing?
Recommendation of a current member?
3. Probationary period? What if the probationary member doesn't work out?
4. Upper limit of members?
5. Break into smaller groups or close group if too many members?
6. How to handle a disruptive member? Members not pulling their weight?

Participation of Members

1. Punctuality guidelines?
2. Guidelines about the number of meetings attended or reviews done per member?
3. Guidelines about submissions?
 1. How often is allowed?
 2. Obligated to submit a certain amount per year?
 3. How long can submissions be?
 4. Type of submissions? (Chapter, Poem, Short Story, Whole Novel)
 5. Any particular formatting? (Word, Spacing, Name, Title, Synopsis)
4. Bring hard copies or electronic copies only? Who brings copies?
 1. Create an email group? [Gmail](#) [Yahoo](#) & [Hotmail](#)
 2. Cloud Account? [Google Drive](#), [MS One Note](#), [Amazon Drive](#), or [iCloud](#).
5. Come if you are being reviewed or not?

6. Required format for input?
7. Rules for accepting reviews? How should the author behave while getting reviewed?

Decision-making Process

1. Leadership? Facilitator?
2. Leadership Duties:
3. How are changes to ground rules/structure made?
4. How will you evaluate the health and effectiveness of the group?