



INCLUSIVE EVENT CONSIDERATIONS



When planning an event that is both diverse and inclusive, it's important to consider the different needs and preferences of your guests. Here are considerations and thought starters to be used prior and during any planning phase:

Invitation / Enrollment

- **Be Clear:** Let guests know what to expect at the event.
- **Inclusive Language:** ensure all language is respectful of cultures, genders, abilities and identities
- **Accessibility Info:** Include information about accessibility for those with disabilities.
- **Promotion in Diverse Networks:** Market the event through varied channels to reach different communities.
- **Calendar Inclusion:** Ensure event avoids cultural and/or religious holidays and observances

Venue

- **Family-Friendly Facilities:** Offer child care services or a family-friendly space if applicable.
- **Gender Inclusivity:** Ensure there are gender-inclusive restrooms and address systems in place.
- **Seating Considerations:** Consider seating placement and wheelchair accessibility
- **Clear Signage:** Use clear, easy-to-read signs to direct attendees and provide information.
- **Accessible Location:** Choose a venue that is accessible to everyone, including those with mobility challenges.
- **Public Transport:** Ensure it's near public transportation or has ample parking.
- **Transportation Options:** Offer information on a range of transportation methods, including those suitable for people with mobility challenges.

Food and Drink

- **Variety of Options:** Offer a range of food that caters to different dietary restrictions and preferences.
- **Non-Alcoholic Choices:** Have plenty of non-alcoholic beverages available.
- **Label Everything:** Clearly label food and drink options for allergens and ingredients.

Dress Code

- **Flexible Dress Code:** We are a come as you are organization. How you dress is how you dress.

Activities / Entertainment

- **Local Partners:** Choose partners/vendors that reflects the diversity of your guests and community.
- **Video/Graphics:** Ensure videos or digital graphics are shown with closed captions.
- **Quiet Space:** Provide a space where guests can go to take a break from the noise if needed.
- **Networking Opportunities:** Facilitate networking in ways that include people of all abilities and backgrounds. ie. name tags, job cards, etc.
- **Diverse Representation:** Aim for diversity among speakers, performers, and event staff.
- **Diverse Entertainment:** Choose entertainment that reflects the diversity of your guests.

Pricing

- **Sliding Scale Tickets:** Consider offering tickets on a sliding scale based on income, or free if possible.
- **Donation Options:** Allow people to donate what they can afford.
- **Financial Accessibility:** Consider a sliding scale for ticket prices or offer scholarships.

Communication

- **Respect Pronouns:** Use name tags with preferred pronouns.
- **Multiple Languages:** If possible, provide materials in multiple languages.
- **Feedback Mechanism:** Implement a way to receive and act on feedback regarding inclusivity.