

EVENT CHECKLIST OUTLINE

- Planning Phase
 - Prep
 - Date + Time
 - Partnerships, Performers, and Vendors
 - Registration
 - Moderators/Emcees/Host/Facilitator
- Communications [before, during, and after]
 - Outreach
 - Marketing Materials + Content
- Virtual Events/ Hybrid Events
- In-person Events/ Hybrid Events
 - Accessible Setup
- Panel/Discussion
- Event Debriefing

Planning Phase [logistics/partners/audience-outreach]

Prep

- Strategize how this event can contribute to organization's DEI goals + plan
- Invite individuals and community groups with multiple perspectives to the planning table
- Budget has line items for accessibility: such as an interpreter, honorariums for planning partners, stipends for performers and inclusive catering

Date + Time

- Consult the [world holiday calendar](#) before choosing a date to avoid choosing religious and cultural days of observance.
- Consider [barriers of participation](#) when choosing a time, such as avoiding choosing a time during traditional working hours.

Partnerships, Performers, and Vendors

- Collaborate with a diverse set of speakers, entertainers, vendors, and partners who are aligned with DEI efforts.
- As an organizational equity practice, [provide stipends and honorariums](#) to performers and participants from underrepresented communities when applicable.
- Provide the space for collaborators to inform of [preferred pronouns](#), accessibility needs, dietary needs if food is being provided, and any other information that makes their experience positive and empowering.
- Make sure these collaborators are aware of the organization's commitment to inclusion and agree to the event goal statement in our contracts. Ask them to prepare with accessibility in mind. And if necessary, share resources with them.
- When contracting vendors and caterers, we aim to work with local businesses, especially BIPOC- and women- business owners.
- Meet with police and/or security personnel prior to confirm that an anti-biased approach will be used.
- Map an accessible route from the street to the event space that includes a level, paved sidewalk that is at least 36" wide and excludes stairs and grass.

Registration

- Strive to make the event free. If not free, then offer waivers, scholarships and/or prorated rates
- Offer a short disclosure on registration page to explain why certain pieces of data area needed and that the information is confidential
- Only require the necessary demographic information and provide as much freedom to refer to themselves, such as an opt-out option or a [write-in](#) for multiple choice questions.
- Advertise a [code of conduct](#) on the registration page. Require them to agree to it before registering.

- If the event is not accessible in any way, then disclose that and if possible, any workarounds available.
- Provide a space to inform any accessibility requests.
- If the event is catered, provide a space for participants to inform on any specific [dietary needs](#), e.g., Halal or vegan.

Moderators/Emcees/Host/Facilitator

- Representative of the community
- Share with the moderator the preferred pronouns and phonetic spelling for performers, panelists, and/or other participants they may be frequently referring to and communicating with.
- Ask them to stress that everyone is welcome by highlighting community agreements at the beginning of their segment and refer to it as necessary.
- Ask them to the original owners of the venue's land through a [land acknowledgement](#).

Communications [before, during, and after]

Outreach

- Conduct outreach on a variety of platforms—such as print, social media, websites, email (that is screen reader compatible) and in-person— to reach as many people as possible.
- Target underrepresented groups by asking community partners to help conduct outreach.

Marketing Materials + Content

- Available in multiple language
- Written in plain language to exclude jargon or technical terms
- Only [inclusive language](#) is used
- Includes directions on how to get to the venue via public transportation.
- Use [alt-text](#) for photos and graphics
- If there is a website for this specific event, then it is compliant with accessibility criteria.
- Before taking a photo, ask community members for their consent and if it is okay to post the picture on social media.
- The pictures used on social media before, during and after posts highlight the diversity of the community
- If there was not a registration page, then provide contact information for who is responsible for accommodation request on outreach material
- [Ethical storytelling](#) practices and not exploitative storytelling inform content

Virtual Events/ Hybrid Events

- Provide support prior and during the meeting to members that may need help accessing virtual meetings.
- Use closed captioning

- When conducting a round of introductions, ask participants to share their preferred pronouns and add it to their names on the screen if comfortable.
- Use larger texts for presentation materials

In-person Events/ Hybrid Events

- CDC, state government regulations, and local government regulations inform our in-person events.
- If food is provided, food options accommodate cultural restrictions and dietary needs.
- If alcohol is available, then provide non-alcoholic beverage options as well.
- Provide volunteer training at the beginning of the event to help them make participants and collaborators feel welcome. This includes notifying volunteers about the accommodations available for participants and providing scripts when appropriate. Ask them to note and share any requests they were not able to accommodate for future consideration.
- When conducting a round of introductions, ask participants to share their preferred pronouns and add to name badges if comfortable.
- If free t-shirts or any other clothing items are distributed, then make sure it is available in a variety of sizes
- For meetings of 50 or more, [Assisted Listening Devices](#) are recommended. For meetings of 500 or more, [CART services or ASL interpreters](#) are recommended.
- If children or young people are attending, then depending on the event, consider complimentary babysitting or facilitating age-appropriate activities.

Accessible setup

- There is at least a 36" circulation around seating rows and tables. 60" maintained for main aisles.
- Reserve seating for anyone who may need it or request it + their companions (e.g., pregnant attendees, attendees with disabilities, and attendees who are older).
- If food is provided and it is self-served, it should be reachable from a seated position at a table or countertop that is between 28" and 34" high.
- If there is a stage, it is accessible by means of a ramp or lift.
- Circulation routes are clear of protruding objects.
- Reserve spaces for parents, caretakers, or guardians to park their strollers.
- Clear directional signage to key areas (such as registration, bathrooms, exits, etc) are posted at various heights available in large print, multiple languages and Braille and tactile signage.
- Create and distribute maps to highlight accessibility entrances/exits for the venue and accessibility features of the venue.
- Avoid using strobe lights and strong smells
- Cables are covered and placed outside of circulation routes.
- There is a space marked off outside for "Service Dog Relief Area"

- If utilizing portable toilets (i.e., porta potties), then make sure there are wheelchair accessible portable toilets available

Panel/Discussion

- Establish [group agreements](#) around sensitive topics
- If there is a Q+A section, then work with the moderator on how to determine how to solicit questions. Make sure the question opportunities are accessible to everyone, either with a handheld microphone in person or using the chat function in virtual discussions.

Event Debriefing

- If applicable, then distribute event materials + video recordings after the event
- Send surveys to participants, volunteers, and collaborators for feedback.
- Meet with the planning committee to listen about their experience with the event.
- Collate necessary DEI data
- Based on the feedback and data, dedicate organizational time to internally meet to create an [after-action review](#). Evaluate and reflect on:
 - How the event contributed to our organizational DEI goals
 - Determine what went well and needs to be repeated at future events
 - Assess through a DEI lens where we need to make improvements for future events.
- Send thank you notes to collaborators. Highlight their contributions on social media as well.