

Inclusive Event Checklist

50+ Ways to Create a Welcoming Experience for All Attendees

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| Translate event materials into several languages. | Gather feedback on initiatives with a post-event survey. |
| Choose a venue with accessible restrooms. | Be aware of cultural sensitivities within event content. |
| Feature multi-cultural event entertainment. | Provide a variety of table and seating arrangements. |
| Embrace multi-cultural foods, beverages, and snacks. | Communicate event details and schedules in advance. |
| Host activities that teach attendees about local history. | Designate quiet spaces for people who need a break. |
| Create a diversity policy with your events team. | Host sensitivity training with event staff and volunteers. |
| Appoint a "diversity champion" to oversee objectives. | Avoid using strong scents, strobe lights, and fog machines. |
| Employ a diverse range of people on your team. | Offer several ticket prices to accommodate guests' budgets. |
| Partner with women-owned vendors and suppliers. | Support and highlight local talent and businesses. |
| Hire minority-owned vendors and suppliers. | Feature locally-made event gifts or swag items. |
| Feature BIPOC speakers, presenters, and panelists. | Create culturally-inclusive music playlists for receptions. |
| Hire a diverse set of emcees and session moderators. | Share information on accessible transportation options. |
| Schedule breakout sessions with diverse presenters. | Plan wellness activities to promote attendee well-being. |
| Create safe spaces for attendees to share their perspectives. | Incorporate DE&I into your event's award ceremony. |
| Avoid event dates that coincide with religious holidays. | Review how to download and use your event app. |
| Provide multi-faith prayer rooms and quiet rooms. | Ensure event merchandise is available in inclusive sizing. |
| Create a "mocktail" menu for your event receptions. | Select a venue with ramp access and elevators. |
| Don't discriminate against religious garb in dress codes. | Create space to accommodate guests with mobility aids. |
| Hire caterers who accommodate faith-based dietary needs. | Ensure registration tables are easily accessible. |
| Ensure your event's website is ADA accessible. | Use large, legible fonts on event signage. |
| Create expert panels consisting of different age ranges. | Offer virtual access to your event to increase accessibility. |
| Use inclusive imagery and language in marketing collateral. | Ensure off-site activities are ADA-accessible. |
| Select a venue with gender-inclusive restrooms. | Provide access to interpreters/assistive listening devices. |
| Implement a zero-tolerance policy for hateful language. | Implement open/closed captioning services. |
| Give attendees the option to display pronouns on badges. | Provide introvert-friendly networking options. |
| Use gender-inclusive language when addressing crowds. | Infuse philanthropy into your event agenda. |